

# Satellite®

## 1730/1735/1750/1755

### User's Guide

Tips for viewing PDFs:

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- ❖ VirtualTech™ e-support tool  
Double-click the desktop icon or visit the Web site:  
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- ❖ InTouch<sup>sm</sup> Center

Calling within the United States (800) 457-7777

Calling from outside the United States (949) 859-4273

For more information, see [Chapter 7](#) in this guide.

## Model: Satellite 1730/1735/1750/1755

### Compact Disk-Read/Write

The computer system you purchased may include a Compact Disk-Read/Write (CD-RW), one of the most advanced storage technologies available. As with any new technology, you must read and follow all set-up and usage instructions in the applicable user guides and/or manuals enclosed. If you fail to do so, this product may not function properly and you may lose data or suffer other damage.

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### Protection of Stored Data

For your important data, please make periodic back-up copies of all the data stored on the hard disk or other storage devices as a precaution against possible failures, alteration, or loss of the data. IF YOUR DATA IS ALTERED OR LOST DUE TO ANY TROUBLE, FAILURE OR MALFUNCTION OF THE HARD DISK DRIVE OR OTHER STORAGE DEVICES AND THE DATA CANNOT BE RECOVERED, TOSHIBA SHALL NOT BE LIABLE FOR ANY DAMAGE OR LOSS OF DATA, OR ANY OTHER DAMAGE RESULTING THEREFROM. WHEN COPYING OR TRANSFERRING YOUR DATA, PLEASE BE SURE TO CONFIRM WHETHER THE DATA HAS BEEN SUCCESSFULLY COPIED OR TRANSFERRED. TOSHIBA DISCLAIMS ANY LIABILITY FOR THE FAILURE TO COPY OR TRANSFER THE DATA CORRECTLY.

## Critical Applications

The computer you have purchased is not designed for any “critical applications.” “Critical applications” means life support systems, medical applications, connections to implanted medical devices, commercial transportation, nuclear facilities or systems or any other applications where product failure could lead to injury to persons or loss of life or catastrophic property damage.

ACCORDINGLY, TOSHIBA, ITS AFFILIATES AND SUPPLIERS DISCLAIM ANY AND ALL LIABILITY ARISING OUT OF THE USE OF THE COMPUTER PRODUCTS IN ANY CRITICAL APPLICATIONS. IF YOU USE THE COMPUTER PRODUCTS IN A CRITICAL APPLICATION, YOU, AND NOT TOSHIBA, ASSUME FULL RESPONSIBILITY FOR SUCH USE.

## Model: Satellite 1730/1735/1750/1755

## FCC Notice “Declaration of Conformity Information”

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ❖ Reorient or relocate the receiving antenna.
- ❖ Increase the separation between the equipment and receiver.
- ❖ Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

- 
- ❖ Consult the dealer or an experienced radio/TV technician for help.
- 



*NOTE: Only peripherals complying with the FCC Class B limits may be attached to this computer. Operation with non-compliant peripherals or peripherals not recommended by Toshiba is likely to result in interference to radio and TV reception. Shielded cables must be used between the external devices and the computer's parallel port, video jack, USB ports, PS/2™ port and microphone jack. Changes or modifications made to this equipment not expressly approved by Toshiba or parties authorized by Toshiba could void the user's authority to operate the equipment.*

---

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- ❖ This device may not cause harmful interference.
- ❖ This device must accept any interference received, including interference that may cause undesired operation.

Contact:

Toshiba America Information Systems, Inc.  
9740 Irvine Blvd.  
Irvine, CA 92618-1697  
(949) 583-3000

## Industry Canada Requirement

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

## FCC Requirements

The following information is pursuant to FCC CFR 47, Part 68 and refers to internal modems.

---

## Installation

When you are ready to install or use the modem, call your local telephone company and give them the following information:

- ❖ The telephone number of the line to which you will connect the modem.
- ❖ The FCC registration number of the modem.
- ❖ The ringer equivalence number (REN) of the modem, which is 0.5B.

The modem connects to the telephone line by means of a standard jack called the USOC RJ11C.

## Type of Service

Your modem is designed to be used on standard-device telephone lines. Connection to telephone company-provided coin service (central office implemented systems) is prohibited. Connection to party lines service is subject to State tariffs. If you have any questions about your telephone line, such as how many pieces of equipment you can connect to it, the telephone company will provide this information upon request.

## Telephone Company Procedures

The goal of the telephone company is to provide you with the best service it can. In order to do this, it may occasionally be necessary for them to make changes in their equipment, operations or procedures. If these changes might affect your service or the operation of your equipment, the telephone company will give you notice, in writing, to allow you to make any changes necessary to maintain uninterrupted service.

## If Problems Arise

If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network. If the telephone company notes a problem, they may temporarily discontinue service. When practical, they will notify you in advance of this disconnection. If advance notice is not feasible, you will be notified as soon as possible. When you are notified, you will be given the opportunity to correct the problem and informed of your right to file a complaint with the FCC. In the event repairs are ever needed on your modem, they should be performed by Toshiba America Information Systems, Inc. or an authorized representative of Toshiba America Information Systems, Inc.

## Disconnection

If you should ever decide to permanently disconnect your modem from its present line, please call the telephone company and let them know of this change.

## Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity or individual sending the message and the telephone number of the sending machine or such business, other entity or individual.

In order to program this information into your fax modem, you should complete the setup for your fax software before sending a message.

## Instructions for IC CS-03 certified equipment

- 1 **NOTICE:** The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

- 2 The user manual of analog equipment must contain the equipment's Ringer Equivalence Number (REN) and an explanation notice similar to the following:

The Ringer Equivalence Number (REN) of this device is 0.3.

NOTICE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

- 3 The standard connecting arrangement (telephone jack type) for this equipment is jack type(s): USOC RJ11C.

## CD-ROM/DVD-ROM Safety Instruction

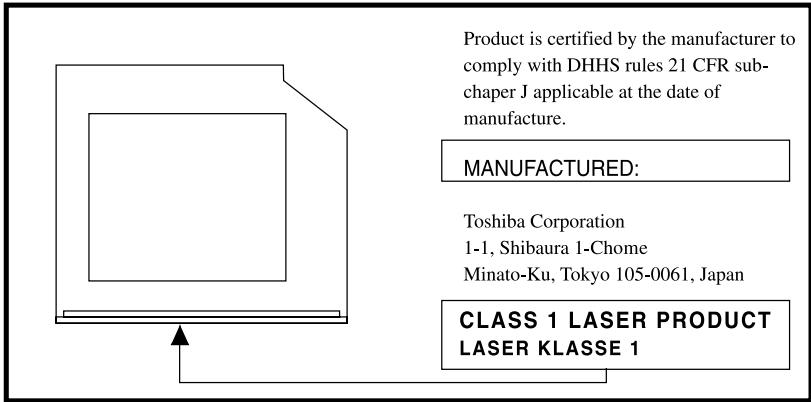
The CD-ROM or DVD-ROM drive employs a laser system. To ensure proper use of this product, please read this instruction manual carefully and retain for future reference. Should the unit ever require maintenance, contact an authorized service location.

Use of controls, adjustments or the performance of procedures other than those specified may result in hazardous radiation exposure.

To prevent direct exposure to the laser beam, do not try to open the enclosure.

## Location of the required label

Sample shown below. (Location of the label and manufacturing information may vary.)



**CAUTION:** *This appliance contains a laser system and is classified as a "CLASS 1 LASER PRODUCT." To use this model properly, read the instruction manual carefully and keep it for your future reference. In case of any trouble with this model, please contact your nearest "AUTHORIZED service station." To prevent direct exposure to the laser beam, do not try to open the enclosure.*



*Use of controls or adjustments or performance of procedures other than those specified in the owner's manual may result in hazardous radiation exposure.*

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## Energy Star Compliance

As an Energy Star® partner, Toshiba has determined that this product is Energy Star compliant.

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# Introduction

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Welcome to the world of powerful and portable multimedia computing! Your Satellite computer offers enhanced multimedia and easy Internet access. With your new Toshiba notebook computer, your work can accompany you wherever you go. Your computer's operating system is Microsoft® Windows® Millennium Edition.

## This guide

This guide introduces the computer's features. You can:

- ❖ Read the entire guide from beginning to end.
- ❖ Skim through and stop when a topic interests you.
- ❖ Use the table of contents and the index to find specific information.

If you are new to computers, or have not used a notebook computer before, read through Chapters 1 through 6 to familiarize yourself with the parts of the computer. After that, you can seek out whatever interests you most.

## Safety icons

This manual contains safety instructions that must be observed in order to avoid potential hazards that could result in personal injuries, damage to your equipment, or loss of data. The safety cautions have been classified according to the seriousness of the risk, and the icons highlight these instructions as follows:



*DANGER: This icon indicates the existence of a hazard that could result in death or serious bodily injury if the safety instruction is not observed.*

---



*WARNING: This icon indicates the existence of a hazard that could result in bodily injury if the safety instruction is not observed.*

---



*CAUTION: This icon indicates the existence of a hazard that could result in damage to equipment or property if the safety instruction is not observed.*

---



*NOTE: This icon indicates information that relates to the safe operation of the equipment or related items.*

---

## Other icons used

Additional icons highlight other helpful or educational information:



*TECHNICAL NOTE: This icon provides technical information about the unit.*



*HINT: This icon denotes helpful hints and tips.*



*DEFINITION: This icon indicates the definition of a term used in the text.*

## Other documentation

Your computer comes with the following documentation in addition to this user's guide.

- ❖ An electronic version of the user's guide. Look for the user's guide icon on your desktop or install it from the Configuration Builder CD provided with your computer.
- ❖ Guides for other programs that may come preinstalled on your computer or that are available for installation on your Configuration Builder CD.
- ❖ Toshiba accessories information, which lists accessories available from Toshiba and explains how to order them.
- ❖ The Windows Millennium Edition documentation, which explains the operating system features.

## Service options

Toshiba offers a full line of service options built around its SelectServ™ warranty programs. See the warranty and service material included with your computer for registration information.

If you have a problem or need to contact Toshiba, see [If Something Goes Wrong on page 181](#).

# Chapter 1

## Finding Your Way Around

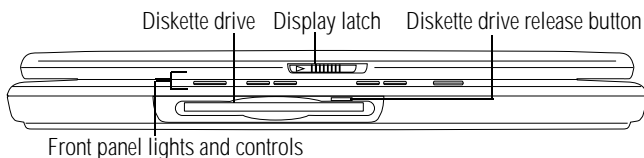
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This chapter presents a “grand tour” of your Satellite computer. It serves as a reference for when you need to locate specific parts of the computer.

### Making sure you have everything

Before doing anything else, consult the Quick Start card that shipped with your computer to make sure you received everything. If any items are missing or damaged, notify your dealer immediately. For additional help, see [If you need further assistance on page 212](#).

## Front with the display closed



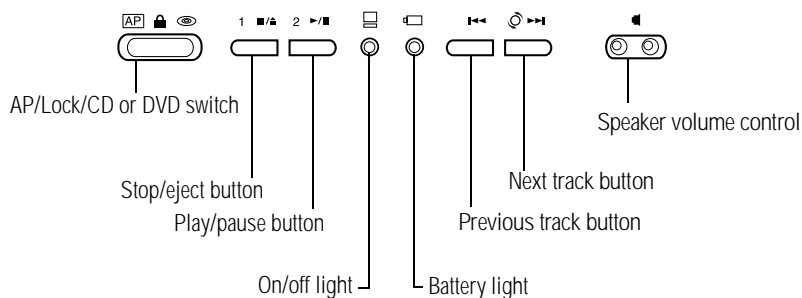
The **diskette drive** allows you to use either high-density or double-density 3.5-inch diskettes.

The **display latch** keeps the display panel closed and locked. To open the display panel, slide the latch to the right and raise the panel.

The **diskette drive release button** ejects a diskette from the diskette drive.

The **front panel lights** provide information about various system functions. The **front panel controls** perform several functions, depending on the position of the AP/Lock/CD or DVD switch.

## Front panel controls





## AP/Lock/CD or DVD switch



The **AP/Lock/CD or DVD switch** has three different positions:

- ❖ When the switch is in AP mode, the buttons act as hot keys and launch a predefined program of your choice. For more information on programming and using the buttons, see [Using the front panel control buttons in AP mode on page 66](#).
- ❖ When the switch is in Lock mode, the four front panel control buttons (stop/eject, play/pause, previous track, next track) are disabled.
- ❖ When the switch is in CD or DVD mode, the front panel buttons can control playing the CD or DVD. For more information on using the front panel buttons to play a CD or DVD, see [CD/DVD Player controls on page 26](#).



*NOTE: You can play an audio CD or audio DVD even when the computer is off by sliding the AP/Lock/CD or DVD switch to CD or DVD mode. The front panel control buttons can be used to control playing the CD, however the computer must be on to control a DVD using the front panel controls.*

## Power and battery indicator lights



The **on/off light** glows green when the computer is on, or when the computer is off and the AP/Lock/CD or DVD switch is set to CD or DVD.



The **battery light** indicates the main battery's current charge. It:

- ❖ Glows green when the battery is fully charged
- ❖ Flashes green while the battery is being charged
- ❖ Glows red when the charge is below 10 percent
- ❖ Flashes red when the charge reaches 2 percent
- ❖ Does not glow if the external power source is disconnected or if the battery is completely discharged

## CD/DVD Player controls

With the computer off or on, slide the AP/Lock/CD or DVD switch to the right to enable the front panel CD/DVD player controls. The computer must be on to play a DVD using the front panel controls.

In CD or DVD mode, the front panel control buttons have the following functions:

1 ■■






The **stop/eject button** stops the disc if it is playing, or opens the CD-ROM or DVD-ROM drive tray.

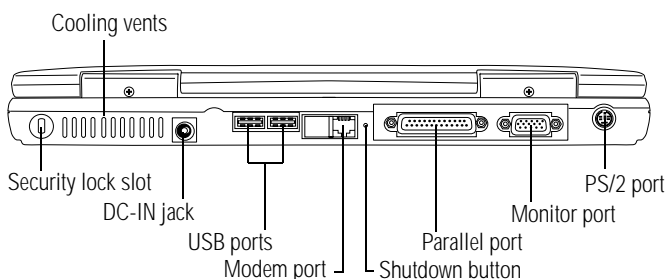
2 ►/■





The **play/pause button** starts playing the current track in the CD-ROM or DVD-ROM drive, or pauses a track that is already playing.

-  The **previous track** button returns to the beginning of the preceding track (for CDs) or chapter (for DVDs) on the disc.
-  The **next track** button skips to the beginning of the following track (for CDs) or chapter (for DVDs) on the disc.
-  The **speaker volume control** adjusts the stereo speaker volume. Press and hold the left side to decrease the volume until the desired volume is reached. Press and hold the right side to increase the volume until the desired volume is reached.

## Back



-  The **security lock slot** allows you to attach an optional PORT-Noteworthy® computer cable lock to secure the computer to a large, heavy object, such as your desk.
- The **cooling vents** prevent the computer's central processing unit (CPU) from overheating so that it can continue to perform at its maximum speed.
-  The **DC-IN jack** is where you plug in the AC adapter. For more information, see [Connecting the AC adapter on page 47](#).



The **USB (Universal Serial Bus) ports** allow you to connect USB peripherals to your computer, such as a keyboard, pointing device, printer, or monitor.

---



*DEFINITION: USB is a peripheral expansion standard that supports a data-transfer rate of up to 12 Mbps. USB peripherals have a single standard for cables and connectors.*

*The USB standard allows you to install and remove USB devices while the computer is on. Switching devices without turning off the computer is called "hot swapping."*

---



The **modem port** lets you use a modular phone cable to connect the built-in modem directly to a standard telephone line. For more information on using the modem, see [Connecting the modem to a telephone line on page 101](#).

The **shutdown button**, accessed through the small hole, allows you to shut down your computer manually.



The **parallel port** lets you connect a parallel printer, or other parallel device, including ECP-compatible devices.

---



*DEFINITION: ECP (Extended Capabilities Port) is a parallel-port standard for PCs that support bi-directional communication between the PC and attached devices (such as a printer).*

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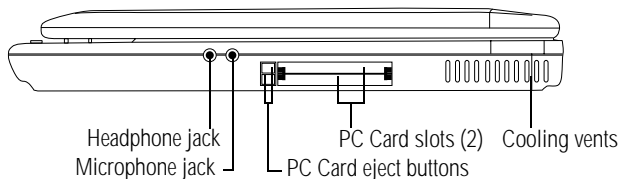


The **monitor port** allows you to connect an external monitor.



The **PS/2™ port** allows you to connect an optional PS/2-compatible mouse or external keyboard. An optional “Y” cable enables you to connect both a PS/2 mouse and a PS/2 keyboard to the port.

## Right side



The 3.5 mm **headphone jack** lets you connect stereo headphones or other audio-output devices, such as external speakers. Connecting headphones or other devices to this jack automatically disables the internal speakers.



The 3.5 mm **microphone jack** lets you connect an external monaural microphone or other audio-input device.

The **PC Card eject buttons** allow easy removal of PC Cards.



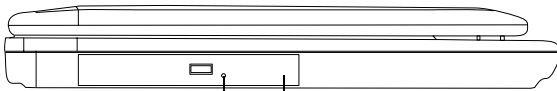
The two stacked PCMCIA-compatible **PC Card slots** allow you to install additional devices. Each slot can accommodate a Type I or Type II PC Card. Both slots are required to install a Type III PC Card. For more information, see [Using PC Cards on page 176](#).



*CAUTION: Keep foreign objects out of the PC Card slots. A pin or similar object that accidentally gets into a slot can damage the computer's circuitry.*

The **cooling vents** prevent the computer's central processing unit (CPU) from overheating so that it can continue to perform at its maximum speed.

## Left side



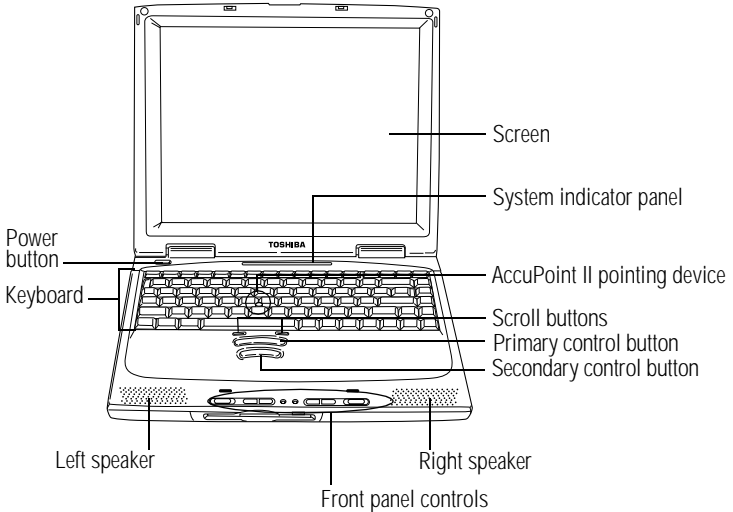
Manual eject button

CD-ROM or DVD-ROM drive (CD-ROM drive shown)

The **manual eject button** enables you to manually eject a disc from the CD-ROM or DVD-ROM drive.

The **CD-ROM or DVD-ROM drive** allows you to install and run programs from application CD-ROMs. You can also use it to play audio CDs. A DVD-ROM drive also enables you to view DVD video presentations or play DVD movies.

## Front with the display open



The **power button** turns the computer on and off.

The **keyboard** provides all the functionality of a full-size keyboard. For more information, see [Using the keyboard on page 62](#).

The **left and right speakers** let you hear the computer's audio output — such as system alarms associated with your software and music from DVDs or audio CDs.

The **screen** is either a 13.0-inch diagonal, DSTN (Satellite 1730/1735) or a 13.3-inch diagonal, TFT (Satellite 1750/1755) color liquid crystal display (LCD).

---



*DEFINITIONS: DSTN (Dual SuperTwist Nematic) is a passive-matrix LCD technology that uses two display layers to counteract the color shifting that occurs with conventional supertwist displays.*

*TFT (Thin Film Transistor) is an active-matrix LCD technology that uses one TFT for each cell. Active-matrix displays are viewable from wider angles than most passive-matrix displays.*

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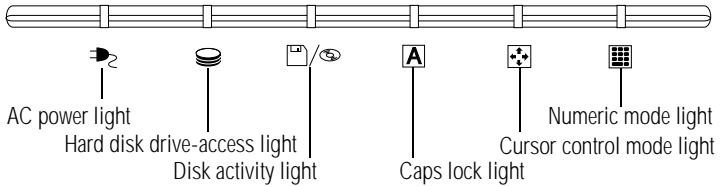
The lights on the **system indicator panel** provide information about various keyboard and system functions.

The computer's pointing device comprises an **AccuPoint® II pointing device** and four control buttons. The AccuPoint II allows you to position the cursor on the screen. The control buttons work with the AccuPoint II. The larger button acts as the **primary button** on a mouse. The smaller button acts as the **secondary button** on a mouse. The two small buttons are **scroll buttons**. For more information, see [Using the AccuPoint II pointing device on page 52](#).

The **front panel controls** allow convenient use of the CD or DVD player, or can launch your favorite programs. For more information, see [Front panel controls on page 24](#).



## System indicator panel



The **AC power light** glows green when the computer is connected to an AC power source.



The **hard disk drive-access light** flashes green when the hard disk drive is being accessed.



The **disk activity light** flashes green when the diskette drive or the CD-ROM or DVD-ROM drive is being accessed.



*CAUTION: Never turn off the computer while any of the drives are in use. Doing so may result in loss of data.*



The **caps lock light** glows when you press the Caps Lock key. When this light is on, pressing a letter key on the keyboard produces an uppercase (capital) letter.

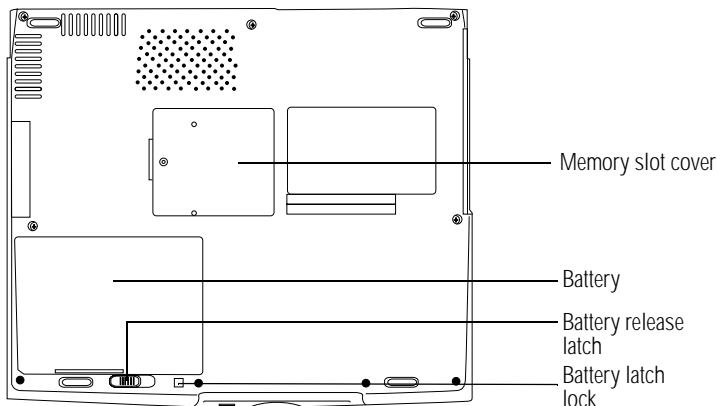


The **cursor control mode light** glows when the cursor control overlay is on. When this light is on, pressing an overlay key moves the cursor in the direction of the white arrow printed on the left top of the key instead of typing the letter printed on the key.



The **numeric mode light** glows when the numeric overlay is on. When this light is on, pressing an overlay key types the number printed on the right front of the key instead of typing the letter printed on the top of the key.

## Underside



The **memory slot cover** protects the expansion memory module. For more information about expansion memory modules, see [Installing additional memory \(optional\) on page 42](#).

The **battery** provides DC power to the computer. For information about replacing the battery, see [Changing the main battery on page 121](#).

The **battery release latch** and **battery latch lock** secure the battery to the computer and prevent it from falling out.

# Chapter 2

## Getting Started

---

This chapter provides tips for working comfortably, describes how to connect components, and explains what to do the first time you use your notebook computer.

### Selecting a place to work

Your computer is portable and designed to be used in a variety of circumstances and locations.

### Creating a computer-friendly environment

Place the computer on a flat surface which is large enough for the computer and any other items you use, such as a printer. Leave enough space around the computer and other equipment to provide adequate ventilation and prevent overheating.

To keep your computer in prime operating condition, protect your work area from:

- ❖ Dust, moisture, and direct sunlight
  - ❖ Liquids and corrosive chemicals
- 



*CAUTION: If you spill liquid into the computer, turn it off, unplug it from the AC power source, and let it dry out completely before turning it on again.*

*If the computer does not operate correctly after you turn it back on, contact a Toshiba-authorized service provider.*

---

- ❖ Equipment that generates a strong electromagnetic field, such as stereo speakers (other than speakers that are connected to the computer) or speakerphones
- ❖ Rapid changes in temperature or humidity and sources of temperature change such as air conditioner vents or heaters
- ❖ Extreme heat, cold, or humidity. Operate the computer within a temperature range of 41 degrees to 95 degrees Fahrenheit (5 degrees to 35 degrees Celsius) and 20% to 80% non-condensing humidity

## Keeping yourself comfortable

Strain and stress injuries are becoming more common as people spend more time using their computers. But, with a little care and proper use of the equipment, you can work comfortably throughout the day.

This section provides hints on avoiding strain and stress injuries. For more information, consult books on ergonomics, repetitive-strain injury, and repetitive-stress syndrome.

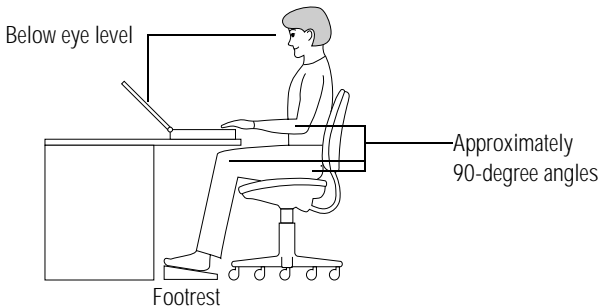
## Placement of the computer

Proper placement of the computer and external devices is important to avoid stress-related injuries.

- ❖ Place the computer on a flat surface at a comfortable height and distance. You should be able to type without twisting your torso or neck, and to look at the screen without slouching.
- ❖ If you are using an external monitor, the top of the screen should be no higher than eye level.
- ❖ If you use a paper holder, set it at about the same height and distance as the screen.

## Seating and posture

When using your computer, maintain good posture with your body relaxed and your weight distributed evenly. Proper seating is a primary factor in reducing work strain. Some people find a backless chair more comfortable than a conventional chair.



*Correct posture and positioning of the computer*

Whichever type you choose, use the following guidelines to adjust your chair for maximum computing comfort.

- ❖ Position your chair so that the keyboard is at or slightly below the level of your elbow. You should be able to type comfortably with your shoulders relaxed and your forearms parallel to the floor.

If you are using a conventional chair:

- ❖ Your knees should be slightly higher than your hips. If necessary, use a footrest to raise the level of your knees and ease the pressure on the back of your thighs.
- ❖ Adjust the back of your chair so that it supports the lower curve of your spine. If necessary, use a cushion to provide extra back support. Lower-back-support cushions are available at many office supply stores.
- ❖ Sit with your back straight so that your knees, hips, and elbows form approximately 90-degree angles when you work. Do not slump forward or lean back too far.

## Lighting

Proper lighting can improve the visibility of the display and reduce eyestrain.

- ❖ Position the display panel or external monitor so that sunlight or bright indoor lighting does not reflect off the screen. Use tinted windows or shades to reduce glare.
- ❖ Avoid placing your computer in front of a bright light that could shine directly in your eyes.
- ❖ If possible, use soft, indirect lighting in your computer work area.

## Arms and wrists

- ❖ Avoid bending, arching, or twisting your wrists. Keep them in a relaxed, neutral position while typing.
- ❖ Exercise your hands, wrists, and arms to improve circulation.



*WARNING: Using the computer keyboard incorrectly may result in discomfort and possible injury. If your hands, wrists, and/or arms bother you while typing, stop using the computer and rest. If the discomfort persists, consult a physician.*

## Work habits

The key to avoiding discomfort or injury from strain is to vary your activities. If possible, schedule a variety of tasks into your work day. Finding ways to break up the routine can reduce stress and improve your efficiency.

- ❖ Take frequent breaks to change position, stretch your muscles, and relieve your eyes. A break of two or three minutes every half hour is more effective than a long break after several hours.
- ❖ Avoid performing repetitive activities for long periods. Intersperse such activities with other tasks.
- ❖ Focusing your eyes on your computer screen for long periods can cause eyestrain. Look away from the computer frequently and focus your eyes on a distant object for at least 30 seconds.

## Precautions

Your notebook computer is designed to optimize safety, minimize strain, and withstand the rigors of travel. However, you should observe certain precautions to further reduce the risk of personal injury or damage to the computer.

- ❖ Avoid prolonged physical contact with the underside of the computer.

If the computer is used for long periods, its case can become very warm. While the temperature may not feel too hot to the touch, if you maintain physical contact with the computer for a long time (if you rest the computer on your lap, for example), your skin might suffer low-heat injury.

- ❖ Never apply heavy pressure to the computer or subject it to sharp impacts. Excessive pressure or impact can damage computer components or otherwise cause your computer to malfunction.
- ❖ Some PC Cards can become hot with prolonged use. If two cards are installed, both can become hot even if only one is being used. Overheating of a PC Card can result in errors or instability in its operation.

Be careful when you remove a PC Card that has been used for a long period.

- ❖ Avoid spilling liquids into the computer's keyboard.

If you do spill a liquid that gets into the keyboard, turn off the computer immediately. Leave the computer turned off overnight to let it dry out before you use it again.

- ❖ Never turn off the computer if a drive light indicates a drive is active.

Turning off the computer while it is reading from or writing to a disk may damage the disk, the drive, or both.



- ❖ Keep the computer and disks away from objects that generate strong magnetic fields, such as large stereo speakers.

Information on disks is stored magnetically. Placing a magnet too close to a disk can erase important files.

- ❖ Scan all new files for viruses.

This precaution is especially important for files you receive via diskette, email, or download from the Internet.

Occasionally, even new programs you buy from a supplier may contain a computer virus. You'll need a special program to check for viruses. Ask your dealer to help you.

## Setting up your computer

Your computer comes with a rechargeable battery pack that must be charged before you can use it.

To use external power or to charge the battery, you must attach the AC adapter. See [Connecting the AC adapter on page 47](#).

To register your computer online, or to sign up for an Internet account, you must connect the built-in modem to a telephone line. See [Connecting the modem to a telephone line on page 101](#).

Before starting to use your computer, you may also want to:

- ❖ Add more memory (see [Installing additional memory \(optional\) on page 42](#))
- ❖ Connect a mouse (see [Connecting a mouse on page 45](#))
- ❖ Connect a full-size keyboard (see [Using your computer at the office on page 169](#))
- ❖ Connect an external monitor (see [Using your computer at the office on page 169](#))

- ❖ Connect a local printer (see [Connecting a printer on page 46](#))
- ❖ Install PC Cards (see [Using PC Cards on page 176](#))

## Installing additional memory (optional)

Your computer comes with enough memory to run most popular applications. However, you may want to increase the computer's memory if you use complex software or process large amounts of data.

With additional memory, the computer:

- ❖ Can run more programs and open more documents at the same time
- ❖ Will run your Windows operating system and Windows applications faster

## Installing a memory module

If you are adding memory after you have started to use the computer, begin at step 1. If you have not yet used the computer, skip to step 3.

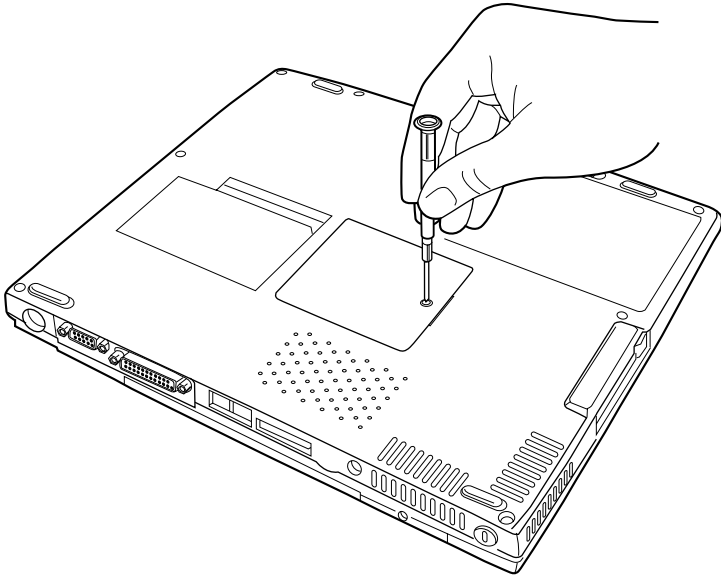
- 1** If the computer is on, click **Start**, then click **Shut Down**.
- 2** In the Shut down Windows dialog box, select **Shut down**, then click **OK**.

Windows Millennium Edition shuts off the computer.

- 3** Remove any cables connected to the computer.
- 4** Close the display panel and turn the computer upside down.
- 5** Using a small Standard #1 Phillips screwdriver, remove the screw that secures the memory slot cover, then remove the cover.



*CAUTION:* To avoid damaging the computer's screws, use a small Standard #1 Phillips screwdriver that is in good condition.



### *Removing the memory slot cover*

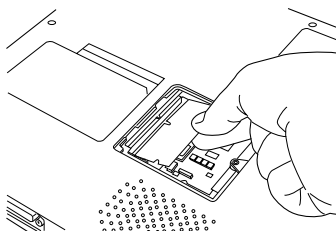


*CAUTION:* Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.

*Avoid touching the connectors on the memory module or on the computer. Oil or dust on the connectors can cause memory access problems.*

- 6** Remove the memory module from its antistatic packaging, holding it by its edges.

- 7 Gently slide the module into the socket.



### *Inserting the memory module*

- 8 Push the module down until the latches on either side of the socket engage, securing the module in the socket.
- 9 Position the memory module cover on the computer and secure it with the screw.
- 10 Turn your computer right side up.
- 11 Reconnect any cables you disconnected.
- 12 Turn on the computer.
- 13 Click **Start**, **Settings**, **Control Panel** to open the Control Panel.
- 14 Double-click the **System** icon to open the System Properties dialog box.
- 15 Verify that the amount of RAM listed matches the amount of memory currently installed.

## Removing a memory module

- 1 Perform steps 1 through 5 in [Installing a memory module on page 42](#), to access the computer's memory socket.
- 2 Release the memory module by gently pressing outward on the latches on either side of the memory socket.

One edge of the module pops up.

- 3 Remove the memory module from the computer and store it in antistatic packaging.



*CAUTION: Static electricity can damage the memory module. Before you handle the module, touch a grounded metal surface to discharge any static electricity you may have built up.*

*Avoid touching the connectors on the memory module or on the computer. Oil or dust on the connectors can cause memory access problems.*

- 4 Position the memory module cover on the computer and secure it with the screw.
- 5 Turn the computer right side up.
- 6 Reconnect any cables you removed.

## Connecting a mouse

You may want to use a mouse or trackball instead of the computer's built-in AccuPoint II pointing device. Your notebook computer supports USB and PS/2-compatible pointing devices.

The AccuPoint II remains operable, even if you connect a secondary pointing device to the computer.

## Using a USB mouse

- 1 Connect the mouse cable to the USB port.
- 2 Install the vendor supplied software that came with the mouse, if needed.

## Using a PS/2 mouse

The system cannot detect a PS/2 mouse if you connect it after starting the computer.



*CAUTION: Make sure the computer is off before you attach the mouse. Connecting a PS/2 mouse with the computer's power on may damage the mouse, the computer, or both.*

---

- 1 Attach the PS/2 mouse cable to the PS/2 port.
- 2 Refer to your mouse documentation for configuration steps.

## Connecting a printer



*CAUTION: Connecting the printer cable while the computer is on may damage the printer, the computer, or both.*

---

Before connecting a printer, you need to know whether it requires a serial or a parallel interface. Check the printer's documentation. If the printer can be switched between serial and parallel mode, choose parallel because it is faster.

You also need a suitable printer cable — which may come with your printer. If not, you can purchase one from a computer or electronics store.

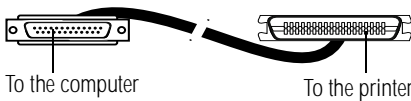


*NOTE: If your printer is ECP- or IEEE-compliant, make sure your printer cable is an IEEE 1284 cable.*

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The following instructions assume you have a parallel printer, which is the most common type of interface.

- 1 Connect the printer cable to the printer and to the computer's parallel port.



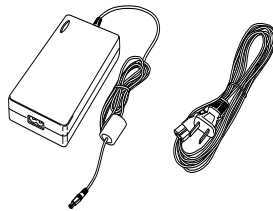
### *Identifying the ends of a parallel printer cable*

- 2 Plug the printer's power cable into a live AC outlet.

Refer to your printer documentation for additional configuration steps.

## Connecting the AC adapter

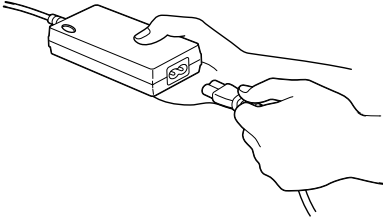
The AC adapter enables you to power the computer from an AC outlet and to charge the computer's batteries. A status light on the AC adapter glows when the device is in use.



### *AC adapter and power cable*

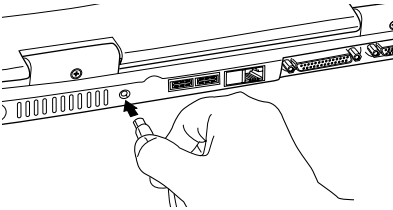
To connect AC power to the computer:

- 1 Connect the power cable to the AC adapter.



*Connecting the power cable to the AC adapter*

- 2 Plug the AC adapter into the computer's DC-IN jack.



*Connecting the adapter to the computer*

- 3 Connect the power cable to a live AC outlet.



If the battery is being charged, the battery light on the status panel blinks. Once the battery is fully charged the battery light remains on.



***DANGER:** To avoid electric shock, never modify, forcibly bend, damage, place heavy objects on top of, or apply heat to the power cable. If the power cable becomes damaged or the plug overheats, discontinue use.*

*Never remove the power plug from the outlet with wet hands.*

---





*CAUTION: Using the wrong AC adapter could damage your computer. Toshiba assumes no liability for any damage in such cases.*

*Never pull directly on the power cable to unplug it. Hold the power plug when removing the cable from the outlet.*

## Charging the battery

Before you can use the battery to power the computer, you must charge it. Connect the computer to a live AC outlet using the AC adapter and power cable. The battery light on the status panel flashes green to show that the battery is charging.

Once the computer is connected to a power outlet, you can charge the battery with the computer turned off or on. When the computer is turned off, the battery charges in two to three hours.

When the computer is turned on, the battery charges in four to ten hours provided the computer is not consuming full power. The computer is consuming full power when several applications are open simultaneously and are using all the computer's resources.

For more information on battery use, see [Running the computer on battery power on page 113](#).

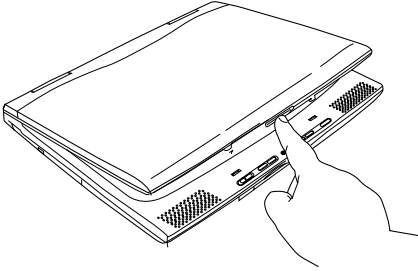


*CAUTION: Once the battery is charged for the first time, avoid leaving the computer plugged in and turned off for more than a few hours at a time. Continuing to charge a fully charged battery can damage the battery.*

## Using the computer for the first time

### Opening the display panel

Slide the display latch to the right, then lift the panel.



*Opening the display panel*



*CAUTION: Be sure not to force the display panel open beyond the point where it moves easily.*

*Never lift or move the computer by grasping the display panel.*

---

### Turning on the power

- 1** Make sure the diskette drive is empty.
- 2** If you have a printer connected to your computer, turn the printer on and wait until it indicates that it is ready (online).
- 3** Turn on the computer by momentarily pressing then releasing the power button.



When you release the power button, the on/off light on the status panel comes on.



*NOTE: When turning on the computer for the first time, don't turn it off until the operating system has loaded completely. Turning off the computer during its initial startup will cause an error the next time you start the computer.*



When the computer is connected to an external power source, the battery light glows. If the battery is being charged, the battery light flashes.



The hard disk drive-access light flashes when the hard disk drive is accessed.



*CAUTION: To avoid data loss, never turn off the computer while a drive is in use.*

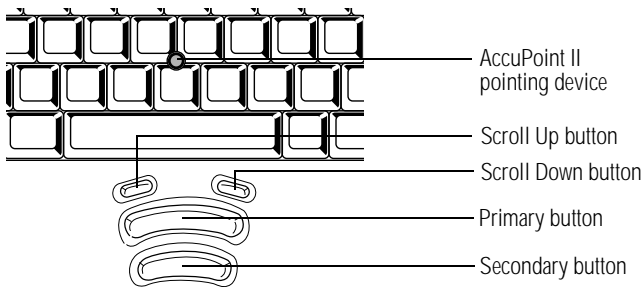
## Adjusting brightness and contrast

Use the following hot key combinations to adjust your screen brightness and contrast.

<i>Key combination</i>	<i>Effect</i>
Fn + Up arrow key	Increases brightness
Fn + Down arrow key	Decreases brightness
Fn + Right arrow key	Increases contrast (DSTN only)
Fn + Left arrow key	Decreases contrast (DSTN only)

## Using the AccuPoint II pointing device

The round button in the middle of the keyboard is the AccuPoint II pointing device. It enables you to move the cursor and to select items on the screen. (If you would rather use a mouse or trackball, you can connect one to the computer's USB port or PS/2 port. See [Connecting a mouse on page 45.](#))



### *AccuPoint II pointing device and control buttons*

To move the cursor, gently push the AccuPoint II in the direction you want the cursor to move. Pushing harder on the AccuPoint II moves the cursor faster.

The scroll up button performs the same function as the up arrow (↑) key.

The scroll down button performs the same function as the down arrow (↓) key.

When a step instructs you to click or choose an item, move the cursor to the item, then press and release the primary button. To double-click, press the primary button twice in rapid succession. The primary button usually corresponds to the left mouse button.

The function of the secondary button depends on the program you are using. It usually corresponds to the right mouse button. Check your program's documentation to find whether it uses the right mouse button.

## Setting up your software

The first time you turn on your computer, Windows Millennium Edition guides you through several essential steps to set up your computer.

- ❖ **Select Time Zone** — Select one of the time zones listed by clicking the up and down arrow keys to highlight the appropriate time zone, then click **Next** to change the setting.
- ❖ **End User License Agreement** — You will be prompted to complete information for Microsoft's operating system.
- ❖ **Register Online** — Enables you to register your computer with Toshiba online. To register your computer at a later time, select **No, I do not want to register at this time**. You can click the registration icon on your desktop or complete the registration card that came with your computer.

Registering your computer lets Toshiba keep you up-to-date with information about new products and upgrades, and also extends your Toshiba warranty worldwide at no charge to you.



*NOTE: To perform online operations, your computer's modem must be connected to a voice-grade telephone line, or you must be connected to a local area network. See [Connecting the modem to a telephone line on page 101](#) or [Connecting your computer to a network on page 101](#) for more information.*

- ❖ **Warranty Extensions and Upgrades** — Provides important information from Microsoft

- ❖ **Internet Access** — Guides you through signing up for a new Internet account with AT&T WorldNet® Service, or assists you in setting up your computer to work with your existing Internet account. If you choose to sign up for Internet access with AT&T WorldNet, you will not be charged for the call.

Toshiba and Yahoo!® have joined together to offer you a free account on Yahoo!. To sign up for Yahoo!, you must have an Internet access account.

## Completing installation

Upon completion, you will be prompted to click **Finish** to restart your computer.

## Setting up a printer

If you started your computer with a printer connected and turned on, it may have been detected automatically (Plug and Play). If this is not the case, then you must install the printer driver for the model of printer that is connected to your computer. You install the printer driver either by following the instructions indicated in your printer manual, or by using the Windows Millennium Edition Add Printer Wizard.

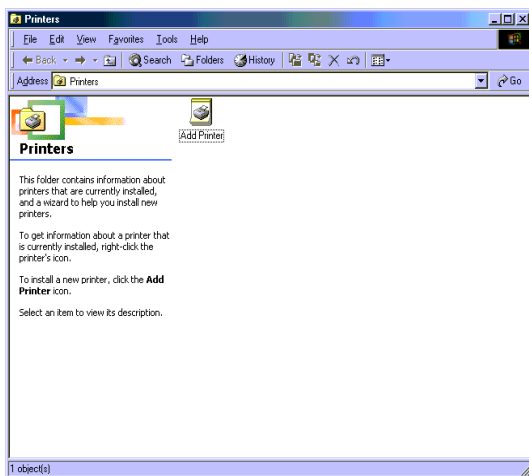
If you plan to set up a printer later, click **Cancel**.

## Using the Add Printer Wizard

To set up a printer with the Add Printer Wizard:

- 1** Click the **Start** button, then point to **Settings**, and click **Printers**.

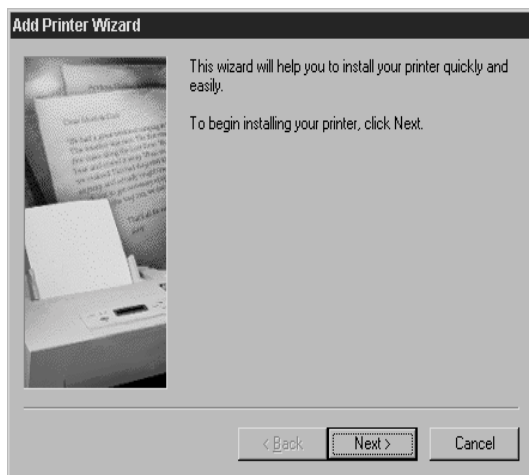
The Printers window appears.



*Sample Printers window*

## 2 Double-click **Add Printer**.

The Add Printer Wizard starts.



*Add Printer Wizard*

**3 Click Next.**

The Add Printer Wizard asks you to select your printer.

---



*TECHNICAL NOTE: If your printer is Plug and Play, Windows Millennium Edition recognizes it automatically. You can ignore the remainder of this section. See your printer manual.*

---

**4 If the printer you are setting up:**

- ❖ Is not connected to a network, select **Local printer**.
- ❖ Is connected to a network, select **Network printer**.

**5 Click Next.**

The Add Printer Wizard prompts you to select your printer.

**6 From the list of manufacturers and printers, select your printer, then click Next.****7 Select the port settings according to the instructions in your printer's documentation and the port to which your printer is connected, then click Next.**

The Add Printer Wizard prompts you to enter a “friendly” printer name.

**8 Enter a name for your printer.**

---



*HINT: If you are using more than one printer, make sure the name is descriptive enough to help you tell the difference.*

---



**9** To set up the printer to be:

- ❖ The default printer for Windows Millennium Edition, click **Yes**.
- ❖ Available when specifically requested, click **No**.

**10** Click **Next**.

Windows Millennium Edition prompts you to print a test page.

**11** If your printer is connected and turned on, click **Finish** to print a test page.

To complete the setup procedure without printing a test page, click **No**, then click **Finish**.

You are now ready to print.

**12** If you requested a test page, click **OK** to print.

Depending on your program, you may see various messages indicating the status of your print job.

## Customizing your computer's settings

There are several ways in which you can customize your computer to suit your particular requirements. Refer to your Windows documentation or online Help for details.

You may also wish to customize your power usage settings. See [Managing power usage on page 112](#).

## Turning off the computer

It's a good idea to turn off your computer when you are not using it for a while.

If you are using the computer for the first time, leave the computer plugged into a power source (even though the computer is off) to fully charge the main battery. With the computer off, it may take up to three hours to recharge the main battery.

Guidelines for turning off the computer:

- ❖ If you have work in progress and aren't connected to a network, use the Windows Standby command to save your system settings to memory so that, when you turn on the computer again, you automatically return to where you left off. See [Standby command on page 104](#) for more information.



*NOTE: Save your data even when you are using Standby mode, in case the battery discharges before you return to work. For more information about Standby mode, see [Powering down the computer on page 102](#).*

---

- ❖ To leave the computer off for a longer period, use the Windows Shut Down command. Alternatively, use Hibernation mode to save the system settings to the hard disk. For more information, see [Powering down the computer on page 102](#).
- ❖ Never turn off the power while a disk light on the system indicator panel is on. Doing so may damage your hard disk, diskette drive, CD-ROM or DVD-ROM drive.

---

## Caring for your computer

This section gives tips on cleaning and moving your computer. For information about taking care of your computer's battery, see [Running the computer on battery power on page 113](#).

### Cleaning the computer

To keep your computer clean, gently wipe the display panel and exterior case with a lightly dampened cloth. Ask your Toshiba dealer for suggestions for appropriate cleaning products.



*CAUTION: Keep liquid, including cleaning fluid, out of the computer's keyboard, speaker grille, and other openings. Never spray cleaner directly onto the computer. Never use harsh or caustic chemical products to clean the computer.*

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### Moving the computer

Before moving your computer, even across the room, make sure all disk activity has ended and all external peripheral cables are disconnected.



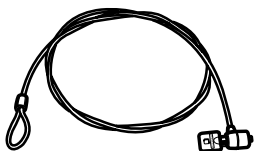
*CAUTION: Never pick up the computer by its display panel or by the back (where the ports are located).*

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Although your notebook computer is built to withstand reasonable shock and vibration, transport it in a carrying case for long trips. You can purchase a carrying case from your Toshiba dealer or through [www.toshibaaccessories.com](http://www.toshibaaccessories.com).

## Using a computer lock

You may want to secure your computer to a heavy object such as your desk. The easiest way to do this is to purchase an optional PORT-Noteworthy® computer cable lock.



### *PORT-Noteworthy computer cable lock*

- 1** Loop the cable through or around some part of a heavy object.  
Make sure there is no way for a potential thief to slip the cable off the object.
- 2** Pass the locking end through the loop.
- 3** Insert the cable's locking end into the security lock slot, then rotate the key a quarter turn and remove it.

The computer is now securely locked.

# Chapter 3

## Learning the Basics

---

This chapter lists computing tips that you should follow when using your notebook computer, and provides important information about the computer's basic features.

### Computing tips

- ❖ Save your work frequently.

Your work stays in the computer's temporary memory until you save it to the disk. You will lose all the work done since you last saved, if, for example, a system error occurs and you must restart your computer, or your battery runs out of charge while you are working.



*HINT: Some programs have an automatic save feature which you can turn on. This feature saves your file to the hard disk at preset intervals. See your software documentation for details.*

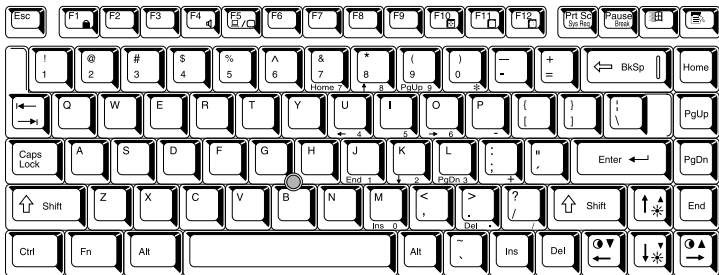
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- ❖ Back up your files to diskettes (or other removable media) on a regular basis. Label the backup copies clearly and store them in a safe place.

It is easy to put off backing up because it takes time. However, if your hard disk suddenly fails, you may lose all the data on it unless you have a separate backup copy.

- ❖ Use ScanDisk, Disk Defragmenter, and the Maintenance Wizard regularly to conserve disk space and help your computer perform at its optimal level. Consult your Windows Millennium Edition documentation for more information on these and other utilities.
- ❖ Take frequent breaks to avoid repetitive-motion injuries and eyestrain.
- ❖ Before turning off the computer, use the Shut down, Standby or Hibernate command from the Start menu in Windows Millennium Edition.


## Using the keyboard



*85-key keyboard*

## Character keys

Typing with the character keys is very much like typing on a typewriter, except that:

- ❖ The spacebar creates a space character instead of just passing over an area of the page.
- ❖ The lowercase letter l (el) and the number 1 are not interchangeable.
- ❖ The uppercase letter O and the number 0 are not interchangeable.
- ❖  The Caps Lock key changes only the alphabet keys to upper case — the number and symbol keys are not affected. The caps lock light on the keyboard indicator panel illuminates when you press the Caps Lock key.

## Ctrl, Fn, and Alt keys



### *Ctrl, Fn and Alt keys*

The Ctrl, Fn, and Alt keys do different things depending on the program you are using. For more information, see your program documentation.

## Function keys

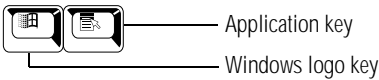
The function keys (not to be confused with the Fn key) are the 12 keys at the top of the keyboard.



### *Function keys*

F1 through F12 are called function keys because they perform programmed functions when pressed. Used in combination with the Fn key, function keys marked with icons execute specific functions on the computer. For more information, see [Hot Keys on page 219](#).

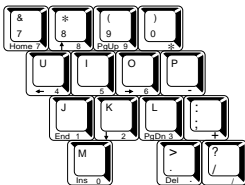
## Windows special keys



### *Windows special keys*

The keyboard provides two keys that have special functions in Windows. The Windows logo key activates the Start menu. The Application key has the same function as the secondary mouse (or AccuPoint II) button.

## Overlay keys



### *Keyboard overlay keys*



The keys with numbers and symbols on the front of them form the numeric and cursor overlay. This overlay lets you enter numeric data or control the cursor as you would using the ten-key keypad on a desktop computer's keyboard.

## Using the numeric keypad overlay



To turn the numeric overlay on and off, press Fn and F11 simultaneously. The numeric mode light on the status panel glows when the numeric overlay is on.

You can still use the overlay keys to type alphabetic characters while the numeric overlay is on.

- ❖ For lowercase letters, hold down Fn while you type the letters.
- ❖ For uppercase letters, hold down both Fn and Shift while you type the letters.

To use the cursor control keys when the numeric overlay is on, press and hold down Shift while you use the cursor control keys. To return to the numeric overlay, release Shift.

## Using the cursor control overlay



To turn the cursor control overlay on and off, press Fn and F10 simultaneously. The cursor control mode light on the keyboard indicator panel glows when the cursor control overlay is on.

To type alphabetic characters while the overlay is on:

- ❖ For lowercase letters, hold down Fn while you type the letters.
- ❖ For uppercase letters, hold down both Fn and Shift while you type the letters.

To use the numeric overlay keys when the cursor control overlay is on, hold down Shift while you use the numeric overlay keys. To return to the cursor control overlay, release Shift.

## Starting a program

The easiest way to start a program is to click the name of the file that contains the information you want to work on. To find the file, use My Computer or Windows Explorer.

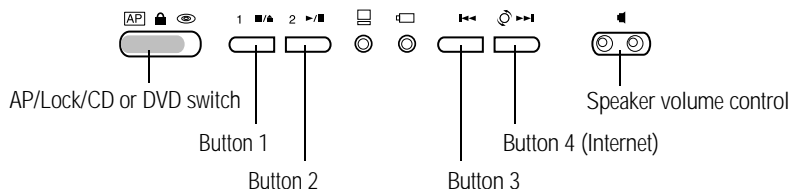
If you prefer to open the program first, you have four options. You can:

- ❖ Double-click the icon for the program on your desktop
- ❖ Use the Start menu
- ❖ Use Windows Explorer or My Computer to locate the program file
- ❖ Use the Run dialog box

The Windows Millennium Edition tutorial chapter gives step-by-step instructions for starting a program from the Start menu. See [Lesson 6: Starting programs on page 143](#).

## Using the front panel control buttons in AP mode

When the AP/Lock/CD or DVD switch is in AP mode, the four front panel control buttons act as hot keys and launch a predefined program of your choice.



*Front panel controls (in program mode)*

To use the buttons as hot keys, make sure the computer is on and slide the AP/Lock/CD or DVD switch to the left to enable the buttons.



*NOTE: To launch programs using the buttons, you must first program the buttons. For more information, see [Programming the front panel control buttons for AP mode on page 67](#).*



Pressing button 1 launches the predefined application for this button.



Pressing button 2 launches the predefined application for this button.



Pressing button 3 launches the predefined application for this button.



Pressing button 4 launches the predefined application for this button. This button has been programmed to launch your World Wide Web browser as the default.



The speaker volume control adjusts the stereo speaker volume. Press and hold the left side to decrease volume until the desired volume is reached. Press and hold the right side to increase volume until the desired volume is reached.

## Programming the front panel control buttons for AP mode

The front panel control buttons can be customized to launch applications of your choice.

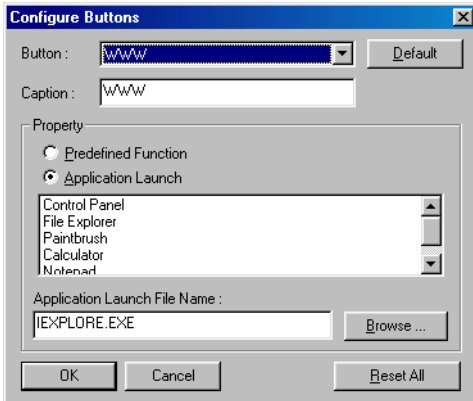
To view or change the applications defined for each of the buttons:

- 1 Make sure the computer is on, then slide the AP/Lock/CD or DVD switch to **AP**.



- 2 Double-click on the EZ icon on the taskbar.

The EZ Configure Buttons dialog box appears.



*Sample EZ Button configuration*

- 3 Click the **Button** drop-down box, and select the front panel button you want to configure.
  - ❖ User-1 is button 1
  - ❖ User-2 is button 2
  - ❖ User-3 is button 3
  - ❖ WWW is button 4
- 4 Under Property, select **Application Launch**.
- 5 Use the Browse button to select the application you want to associate with the chosen front panel button.
- 6 Click **OK**.

Pressing the defined button starts the application that you've chosen.

## Saving your work

Before you turn off the computer, save your work to the hard disk drive or a diskette. This is one of the most important rules of computing. You can never save your files too often.



*NOTE: Save your data even when you are using Standby mode, in case the battery discharges before you return to work. For more information about Standby and Hibernation modes, see [Powering down the computer on page 102](#).*

Many programs offer a feature that saves documents at regular intervals, such as every 15 minutes. Check your program's documentation to see whether it has an automatic save feature.

- ❖ To save a file you are updating, open the program's **File** menu and click **Save**.
- ❖ To save the current file with a new name, choose **Save As** from the File menu, type a name for the file and click **OK**.



*HINT: To make another copy of the file you are currently working with, choose Save As from the File menu and give the new file a different name.*

## File names

Windows Millennium Edition supports file names of up to 255 characters. You may use all the letters and numbers on the keyboard plus the following characters: `_`, `^`, `$`, `~`, `!`, `#`, `%`, `&`, `{`, `}`, `(`, `)`, `@`, `[`, `]`, `+`, `-`, `:`, `;`, and `'`. The names can include spaces.

## Printing your work

Make sure that Windows Millennium Edition is set up for your printer as described in [Connecting a printer on page 46](#).

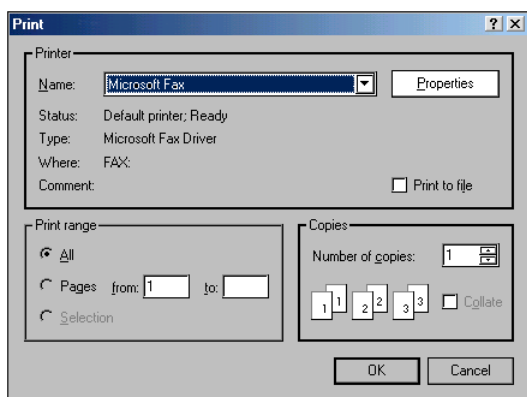


*TECHNICAL NOTE: You only need to set up the printer the first time you connect it. If you use more than one printer or are changing printers, you will need to set up Windows Millennium Edition to run with the additional printer(s).*

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- 1 If your printer is not on, turn it on now.
- 2 In the File menu of your Windows program, click **Print**.

The program displays a Print dialog box.

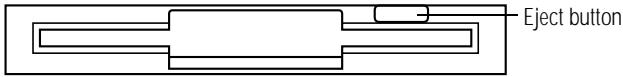


*A sample Print dialog box*

- 3 Click **OK** to print.

## Using diskettes

The 3.5-inch diskette drive lets you use either double-density (720 KB) or high-density (1.44 MB) diskettes for data transfer and storage.



*Diskette drive*

## Inserting and removing diskettes

- 1 Hold the diskette so that the arrow on its upper surface points toward the drive.
- 2 Push the diskette gently into the drive slot. When the diskette is in place, the eject button pops out.

To release a diskette from the drive, push the eject button.

## Caring for diskettes

- ❖ Store your diskettes properly to protect and keep them clean.
- ❖ If a diskette is dirty, clean it with a soft cloth moistened with water. *Do not* use cleaning fluids.
- ❖ Never slide back the protective metal cover.
- ❖ Never touch the magnetic surface of a diskette. Fingerprints can prevent the drive from reading the data stored on a diskette.
- ❖ Never twist or bend a diskette.
- ❖ Keep diskettes at room temperature and avoid exposing them to direct sunlight, otherwise data may be lost.
- ❖ Never place heavy objects on your diskettes.
- ❖ Never eat, smoke, or use erasers near your diskettes. Foreign particles can damage the diskette's surface.
- ❖ Keep your diskettes away from sources of magnetism, such as speakers and radios; these can destroy data.

## Backing up your files

Backing up your files simply means copying individual files to a diskette or copying entire sections of your hard disk to another device, such as a tape drive.

### Copying to a diskette

- 1 Insert a diskette into the diskette drive.
- 2 Double-click the **My Computer** icon on the Windows desktop.
- 3 Double-click the drive that contains the file you want to copy.
- 4 Double-click the folder containing the file, then click the file you want to copy.



*HINT: Use the Ctrl or Shift key to select more than one file.*

---

- 5 Click **File**, then click **Send To**.
- 6 Click the icon for the diskette drive (drive A:).



*HINT: You can also back up a file to a diskette by clicking the file (or files) you want to back up with the secondary button, then pointing to Send To and clicking 3 1/2 Floppy (A:).*

---



## Playing CDs or DVDs

Your computer has either a CD-ROM drive or a DVD-ROM drive. DVD-ROM drives can read both DVD-ROM and CD-ROM discs.

You use CD-ROMs to load and run software, access reference materials such as catalogs, and listen to audio material.

DVDs provide a significant increase in data storage and support features that are not available on any other video platform. These features include wide-screen movies, multiple language tracks, digital surround sound, multiple camera angles, and interactive menus.



*NOTE: For optimum DVD performance, Toshiba recommends that you play DVDs while running on AC power rather than on battery power.*

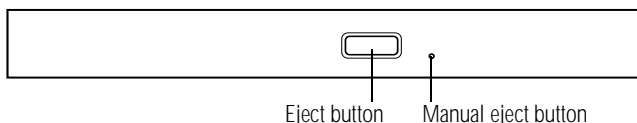
## Inserting a disc into the CD-ROM or DVD-ROM drive



**WARNING:** Before playing an audio CD or DVD, turn the volume down. Playing the disc at maximum volume could damage your ears. To turn the volume down, use the Volume Control dial or access the Volume control program (click **Start, Programs, Accessories, Entertainment, Volume Control**).



**CAUTION:** When inserting and removing discs, be careful not to touch the lens on the disc tray or the area around it. Doing so could cause the drive to malfunction.

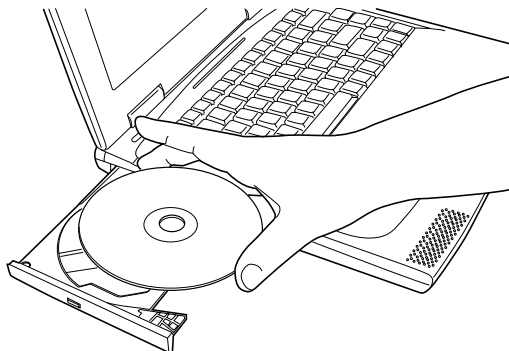


*CD-ROM or DVD-ROM drive (CD-ROM drive shown)*

- 1 Press the eject button to open the disc tray.

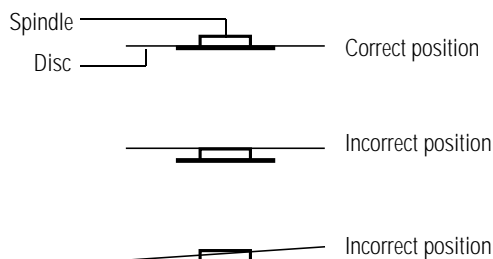
The eject button will not open the disc tray when the computer is off. The manual eject button, accessed through the small hole just to the right of the eject button, allows you to open the disc tray when the computer is off. For instructions on using the manual eject button, see [Removing a disc with the computer off on page 99](#).

- 2 Pull the disc tray until it is fully open.
- 3 Hold the disc by its edges, ensure it is dust-free, and place it carefully in the disc tray, with the label side up.



*Inserting a disc into the CD-ROM or DVD-ROM drive*

- 4 Gently press the center of the disc onto the center spindle until it locks into place.



*Positioning the disc on the spindle*



*CAUTION: Make sure the disc is properly positioned on the spindle. If you position the disc incorrectly, it can jam the disc tray.*

- 5 Close the disc tray by pressing gently on the center of the tray until it clicks, indicating that it is locked.

## Viewing the contents of a CD or DVD

CDs and DVDs contain files just like diskettes and the hard disk. CD-ROMs are often used to install software or to store files that require lots of space, such as photographs and large presentation files. You can use Explorer or My Computer to view the contents of any CD or DVD. To view the contents of a CD or DVD using My Computer:

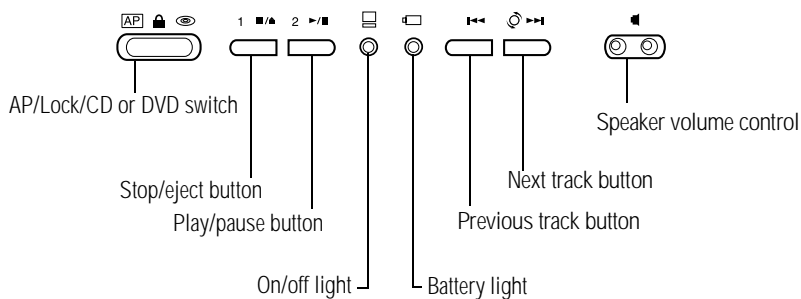
- 1 Place the disc in the CD-ROM or DVD-ROM drive.
- 2 Double-click **My Computer** on your desktop to open the My Computer window.
- 3 Locate the folder that contains the CD or DVD icon and title.
- 4 Click the icon.

If you click the icon without having the CD or DVD in the drive, Windows prompts you to insert the disc.

## Playing audio CDs



**WARNING:** Before playing an audio CD or DVD, turn the volume down. Playing the disc at maximum volume could damage your ears. To turn the volume down, use the Volume Control dial or access the Volume control program (click **Start, Programs, Accessories, Entertainment, Volume Control**).



### Front panel control buttons






With the computer off or on, slide the AP/Lock/CD or DVD switch to the right to enable the front panel control buttons. If the computer is off, the CD-ROM or DVD-ROM drive starts up and begins playing the first audio track. If the computer is on, the Media™ Player window opens, and the CD begins to play. You can use either the front panel control buttons on your computer or the Media Player buttons to control the CD.

You can manually open Media Player from the Start menu or the taskbar.



*Sample Windows Media Player window*

When playing an audio CD, the front panel control buttons have the following functions:

- 1  To stop or eject the CD, press the stop/eject button.
- 2  To play or pause the CD, press the play/pause button.
-  To return to the beginning of the preceding track on the disc, press the previous track button.
-  To go to the beginning of the following track on the disc, press the next track button.
-  The speaker volume control adjusts the stereo speaker volume. Press and hold the left side to decrease the volume until the desired volume is reached. Press and hold the right side to increase the volume until the desired volume is reached.

## Playing DVDs

If your computer has a DVD-ROM drive, you can use the front panel controls or InterVideo WinDVD™ to play DVDs. See [Front panel controls on page 24](#) for an explanation of the front panel control functions.

WinDVD is an easy-to-use, full-featured multimedia control center that helps you get the most out of the exciting world of DVD technology. Your computer comes with WinDVD preinstalled.

---



***WARNING:** Before playing an audio CD or DVD, turn the volume down. Playing the disc at maximum volume could damage your ears. To turn the volume down, use the Volume Control dial or access the Volume control program (click **Start, Programs, Accessories, Entertainment, Volume Control**).*

---

Insert a DVD into the DVD-ROM drive, following the instructions in [Inserting a disc into the CD-ROM or DVD-ROM drive on page 73](#). The computer automatically detects the disc in the drive and opens WinDVD. If the autoplay feature is enabled, the DVD automatically begins to play (see [Setting general properties on page 87](#) for information on enabling autoplay).

To open WinDVD manually:

- 1 Click **Start**, and point to **Programs**.
- 2 Point to **InterVideo WinDVD**, then click **InterVideo WinDVD**.



Time slider  
Playback speed slider  
Current time slot indicator  
Current chapter indicator

*WinDVD video window with the control panel*

## Using the WinDVD toolbar

The WinDVD window contains a toolbar at the top and a status bar at the bottom. If the toolbar or status bar does not appear, you can display them by following the instructions in [Setting general properties on page 87](#).

The toolbar contains basic DVD playback controls. Pause the pointer over a button to display its definition. The toolbar also contains an adjustment button (see [Adjusting the color balance on page 97](#) for more information).

## Using the WinDVD status bar

The time slider enables you to rapidly move forward or backward in the DVD content. Move the time slider to the left to move backward or move it to the right to move forward. The current time slot is indicated on the right side of the status bar.

The playback speed slider enables you to control the speed at which the DVD plays. Move the slider to the left to slow the playback speed or move it to the right to play the DVD faster. Placing the slider in the center plays the DVD at normal speed, and enables the audio. The audio is automatically muted at any other playback speed.

The current chapter indicator displays the DVD chapter that is currently playing.

## Using the WinDVD control panel

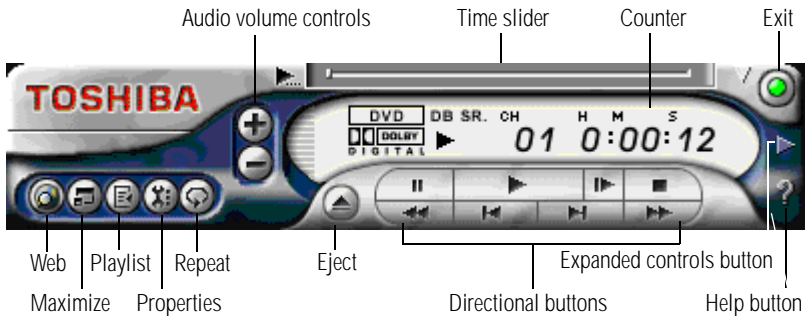
The WinDVD control panel resembles the control panel of a standard home DVD player.



*TECHNICAL NOTE: The DVD author determines which features the DVD supports. Depending on the DVD format and the computer's hardware configuration, some of the control panel features may be unavailable when playing a DVD. Unsupported features appear gray, and you cannot select them.*

---





### *WinDVD control panel*

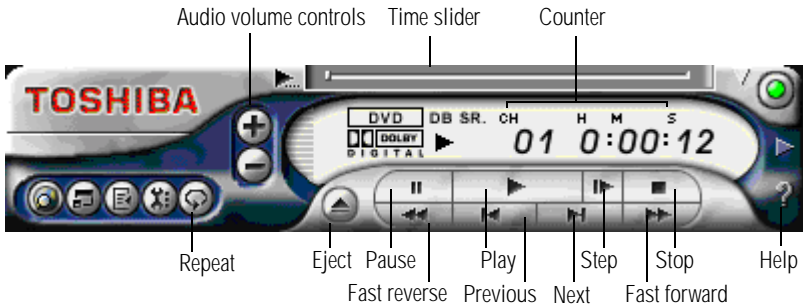
You can open a shortcut menu by positioning the cursor anywhere in the WinDVD window, other than over the control panel, then clicking the secondary button. The shortcut menu contains the same features as the control panel, plus the enable caption feature, which displays captions for the hearing impaired.

You can also create a playlist, to customize the order in which the DVD content plays (see [Using playlists on page 84](#)). Once a DVD is playing, the counter displays the current chapter and elapsed time, in *hours:minutes:seconds* format.

From the WinDVD control panel, you can open an expanded control panel by clicking the expanded controls button. The expanded control panel contains several advanced features. See [Using WinDVD Advanced Features on page 92](#) for an explanation of these features.

## Using the control panel playback buttons

Once you have inserted a DVD and started WinDVD, you are ready to play the disc. Using the control panel, you can play a DVD from the beginning, or move to a desired location then begin playing.



### WinDVD control panel

Click this



To do this

**Repeat** — repeat the current chapter, if the DVD contains chapters. Otherwise this button repeats the DVD from the beginning. When the repeat button is activated, the repeat symbol appears to the left of the chapter number on the control panel counter. The DVD continues to repeat until you click the repeat button again, and the repeat symbol no longer displays on the control panel.









Or use keyboard shortcut



None



**Eject** — open the DVD-ROM drive disc tray.

E

<i>Click this</i>	<i>To do this</i>	<i>Or use keyboard shortcut</i>
	<b>Pause</b> — temporarily stop playing a DVD.	Spacebar
	<b>Play</b> — start playing a DVD.	Spacebar
	<b>Step</b> — move forward through the DVD one frame at a time. Each time you click this button the DVD moves forward one frame.	None
	<b>Stop</b> — cease playing a DVD. After stopping the DVD, click the play button to resume playing the DVD.	End
	<b>Fast reverse</b> — move quickly backward through the DVD content. When you reach the desired location, click the play button to resume playing the DVD.	R
	<b>Previous</b> — move to the beginning of the previous chapter and resume playing the DVD.	PgUp
	<b>Next</b> — move to the next chapter and resume playing the DVD.	PgDn
	<b>Fast forward</b> — move quickly forward through the DVD content. When you reach the desired location, click the play button to resume playing the DVD.	F

<i>Click this</i>	<i>To do this</i>	<i>Or use keyboard shortcut</i>
	<b>Time</b> — move to a specific time slot, then click the play button to play the DVD from the selected location.	None
	<b>Audio volume controls</b> — click the plus button to increase volume. Click the minus button to decrease volume.	Shift ↑ (increases) Shift ↓ (decreases)

## Maximizing the video window



To close the WinDVD control panel and expand the video window to fill the screen, click the Maximize button.

To display the control panel again, double-click anywhere in the video window.

## Using playlists



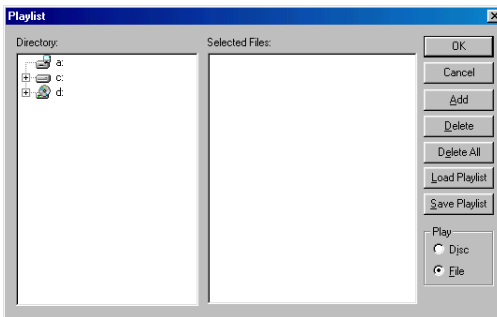
*TECHNICAL NOTE: The DVD author determines which features the DVD supports. Depending on the DVD format and the computer's hardware configuration, some of the control panel features may be unavailable when playing a DVD. Unsupported features appear gray, and you cannot select them.*

A Playlist is a customized list of DVD files in the order in which you want to view them. For example, you may want to create a playlist for DVDs that contain music files, so you can play the music selections you want in the order you want to hear them. You can only save one playlist at a time.



- 1 On the WinDVD control panel, click the playlist button.

The Playlist window appears.



*Playlist window*

- 2 Click the File button in the lower-right corner of the window, to indicate that you are creating a playlist of individual files.
- 3 In the **Directory** list, select the file you want to play first, and click **Add** to put it at the top of the playlist.

DVD files have an .mpg, .vob or .ac3 file name extension. After selecting a file, the file name appears in the **Selected files** list. You can also double-click a file name to add it to the playlist.

- 4 Add as many files as you wish to the playlist. You must add the files in the order in which you want to play them.

To delete a file from the playlist, select the file in the **Selected files** list, then click **Delete**. To delete the entire list and start over, click **Delete All**.

- 5 When you have finished creating your playlist, click **Save Playlist** to save it.

You do not assign a name to the saved playlist, as you can only save one playlist at a time. After saving the playlist, a confirmation dialog box appears.

- 6 Click **OK** to close the confirmation dialog box.
- 7 In the Playlist window, click **File** to display the saved playlist of files.
- 8 Click **Load Playlist** to load the saved playlist.

After loading the playlist, a confirmation dialog box appears.

- 9 Click **OK** to close the confirmation dialog box, then click **OK** to close the **Playlist** window.

The DVD begins to play the loaded playlist.

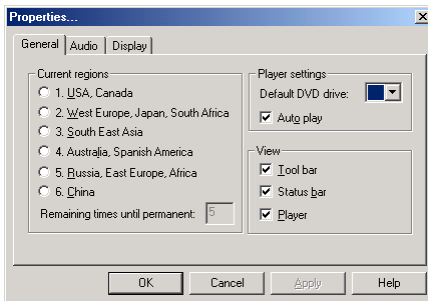


*NOTE: To resume playing the DVD files in order after using a playlist, click the eject button to open the DVD-ROM drive disc tray, then close the DVD-ROM drive again. The DVD resumes normal playback.*

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## Setting general properties

- 1 Launch WinDVD, if it is not already running.
- 2 On the WinDVD control panel, click the **Properties** button.  
WinDVD displays the **Properties** dialog box, with the **General** tab on top.



*Properties dialog box with the General tab on top*

You use the **General** tab to select the region code, the drive letter assigned to the DVD-ROM drive, the autoplay default option, and which WinDVD toolbars are displayed by default.

Region coding is part of the protection system for DVD content. It divides the world into six regions. The intent is to enable specific content to be viewed in a specific region. The current region code of the WinDVD player installed in your computer is Region 1, comprising the United States and Canada.



*NOTE: Most DVD-ROM drives let you change the region code, usually between one and five times. Once a drive has reached the limit, the region code cannot be changed again. Pay careful attention to the **Remaining times until permanent** box on the General properties tab.*

- 1 To change the region code, select the desired option in the **Current regions** list.

The **Remaining times until permanent** box displays the remaining number of times you can change the current region before the setting becomes permanent.

- 2 In the **Player settings Default DVD drive** box, select your DVD-ROM drive letter.
- 3 Select the **Player settings Auto play** check box to enable the auto play feature. Clear the check box to disable this feature.

When enabled, the auto play feature automatically launches a DVD-ROM when it is inserted in the DVD-ROM drive.

- 4 In the **View** box, select the items you want to display when WinDVD launches.

**Tool bar** is the bar containing basic player functions that is displayed at the top of the WinDVD video window.

**Status bar** is the bar that is displayed at the bottom of the WinDVD video window.

**Player** is the WinDVD control panel.

- 5 Click **OK** to save your settings.



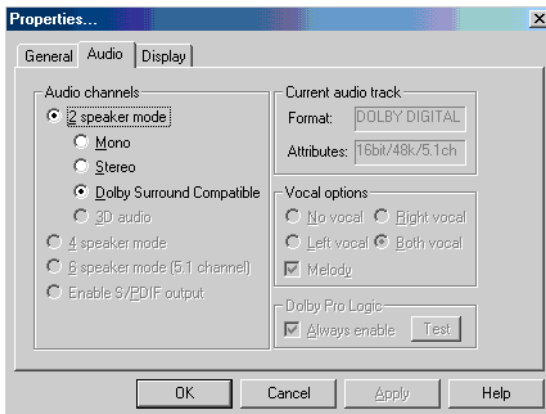
## Setting audio properties



*TECHNICAL NOTE: The DVD author determines which features the DVD supports. Depending on the DVD format and the computer's hardware configuration, some of the control panel features may be unavailable when playing a DVD. Unsupported features appear gray, and you cannot select them.*

- 1 Launch WinDVD, if it is not already running.
- 2 On the WinDVD control panel, click the **Properties** button.  
WinDVD displays the **Properties** dialog box, with the **General** tab on top.
- 3 In the Properties dialog box, click the **Audio** tab.

The Audio tab moves to the front. The **Current audio track** box displays the format and attributes for the current audio track.



*Properties dialog box with Audio tab on top*

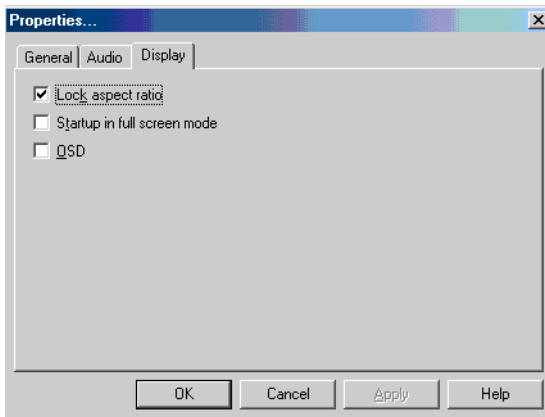
- 4 In the **Audio channels** box, select the appropriate speaker mode to match your setup as follows:
  - ❖ If you have two speakers, select one of the **2 speaker modes**. **Mono** mixes the audio channels into one channel. **Stereo** mixes the audio channels into two channels. **Dolby Surround Compatible** mixes the audio channels into two channels plus Dolby Pro Logic Surround sound. **3D audio** provides standard 3D audio sound.
  - ❖ If you have four speakers, select **4 speaker mode**. WinDVD distributes four unique sound channels to the speakers, providing a true surround sound experience.
  - ❖ If you have six speakers, select **6 speaker mode**. WinDVD automatically distributes 5.1 sound channels to these speakers, for enhanced surround sound.
  - ❖ If you have an S/PDIF compliant sound card, select **Enable S/PDIF output**. This option sends the stereo output through the sound card to an external receiver.
- 5 In the **Vocal options** box, select the desired option for DVDs that support vocal as follows:
  - ❖ **No vocal** does not output vocals to any speaker.
  - ❖ **Left vocal** outputs vocals to left speakers only.
  - ❖ **Right vocal** outputs vocals to right speakers only.
  - ❖ **Both** outputs vocals to both left and right speakers.
- 6 In the **Dolby Pro Logic** box, select the **Always enable** check box to enable Dolby Pro Logic. Clear the check box to disable it.
- 7 To test Dolby Pro Logic, click the **Test** button.

## Setting display properties

- 1 Launch WinDVD, if it is not already running.
- 2 On the WinDVD control panel, click the **Properties** button.  
WinDVD displays the **Properties** dialog box, with the **General** tab on top.



- 1 In the Properties dialog box, click the **Display** tab.  
The **Display** tab moves to the front.



*Properties dialog box with Display tab selected*

- 2 Select the **Lock aspect ratio** check box to maintain the original aspect ratio when the video window is resized. Otherwise clear the check box.
- 3 Select the **Startup in full screen mode** check box to automatically start WinDVD each time with the video window maximized and the control panel hidden. Otherwise, clear the check box.
- 4 Select the **OSD** (On Screen Display) check box to enable OSD. Otherwise, clear the check box.
- 5 Click **OK** to save the settings.

## Customizing the control panel

You can configure the control panel's appearance. Position the pointer over the control panel, then click the secondary button to display a shortcut menu of control panel options. You can select a new control panel background color, or select **WinDVD** to display the control panel in a different format. You can also select **About** to display copyright and version information.

## Using WinDVD Advanced Features

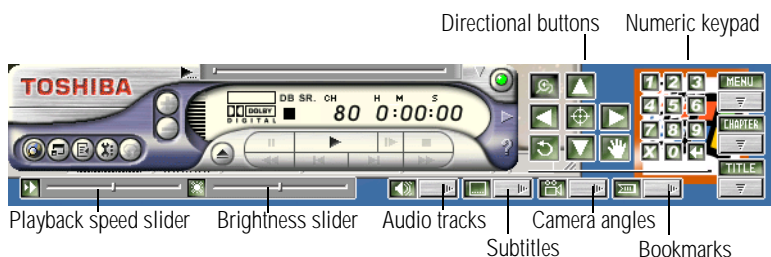
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*TECHNICAL NOTE: The DVD author determines which features the DVD supports. Depending on the DVD format and the computer's hardware configuration, some of the control panel features may be unavailable when playing a DVD. Unsupported features appear gray, and you cannot select them.*

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The features described in this section are available on the WinDVD expanded control panel. To open the expanded control panel, click the expanded controls button on the WinDVD main control panel. See [Using the WinDVD control panel on page 80](#) for help locating the expanded controls button.



*WinDVD expanded control panel*

*Use this*



*To do this*

**Playback speed**— control the speed at which the DVD plays. Move the slider to the left to slow the playback speed or move it to the right to play the DVD faster. Placing the slider in the center plays the DVD at normal speed, and enables the audio. The audio is automatically muted at any other playback speed.

*Or use keyboard shortcut*

None



**Brightness** — move the slider to the right to increase video brightness. Move it to the left to decrease brightness.

+ (increases)

- (decreases)



**Directional buttons** — use to navigate the WinDVD menus, as you would the arrow keys on the keyboard. The center button represents Enter.

↑ (Up)

→ (Right)

↓ (Down)

← (Left)

Enter

*Use this**To do this*

**Numeric keypad** — use these buttons to select a chapter by entering the chapter number. After you have entered a chapter number, click the enter button on the lower right corner of the numeric keypad (↵) to begin playing that chapter. You can clear an entry by clicking the clear (X) button on the lower left corner of the numeric keypad.

*Or use keyboard shortcut*

0 - 9



**Menu button** — displays all available menus for the current DVD. Examples of menus are: Root, Audio Language, Subtitles. Use your mouse or the control panel directional buttons to select a menu. Click **Resume** to resume DVD playback.

None



**Chapter button** — displays a list of all the chapters in the current DVD. Select the chapter you want to play, or use the numeric keypad to enter the chapter number.

C

*Use this*

*To do this*

*Or use keyboard  
shortcut*



**Title button** — Displays a list of all the titles on the current DVD. Click the title you want to play.

T





**Audio tracks** — displays a list of all the audio track options. This feature is most commonly used with multi-language content to change the spoken/heard language. This button is enabled only when the DVD supports dynamic audio track changes.

A



**Subtitles** — displays a list of all the available language subtitles. This button is enabled only for DVD content that includes subtitles and supports dynamic subtitle information changes. Select the desired language, or select **Default** to display subtitles in the DVD's default language.

S

<i>Use this</i>	<i>To do this</i>	<i>Or use keyboard shortcut</i>
	<b>Camera angles</b> — display a list of all the available camera angles. Due to differences in the DVD mastering process, some multi-angle views may not function properly.	G
	<b>Bookmark</b> — save an unlimited number of locations on the DVD for quick reference. On the bookmark shortcut menu, click <b>Add</b> to open the Add Bookmark dialog box. Type a bookmark name, then click <b>OK</b> . The bookmark name appears on the bookmark shortcut menu. Click the bookmark name to go to that location on the DVD. Click <b>Delete All</b> to delete all bookmarks.	None

## Using the zoom feature

You can zoom in on an area of the WinDVD video window to get a closer look.



- 1 Click the Zoom button, located in the upper-left corner of the directional button panel.
- 2 Position the cursor over the top-left corner of the area you want to view in close up.



- 3 Hold the primary button and drag the cursor to the bottom-right corner of the area you want to view in close up.

A dotted rectangle appears around the area you wish to view.

- 4 Release the primary button.

WinDVD automatically fills the window with the selected area.



- 5 To return the video to normal size, click the zoom button. The video also returns to normal size when you reach the zoom limit.

## Using the pan feature

Once you are zoomed in on an area of the WinDVD video window, you can move the zoom window location using the pan feature.



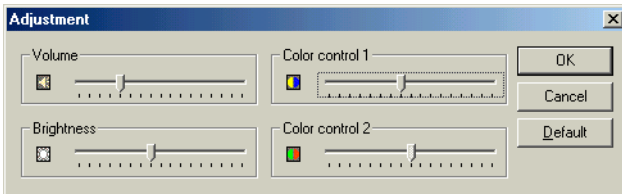
- 1 With the video window in zoom mode, click the pan button, located in the lower-right corner of the directional button panel.
- 2 With the pointer over the center of the window, drag the zoomed window up, down, left or right.

The close-up view changes to reflect the new zoom window location.

## Adjusting the color balance



You can adjust the DVD color balance. Click the adjustment button on the main DVD video window toolbar to open the Adjustment dialog box.



*WinDVD Adjustment dialog box*

The adjustment dialog box provides another set of sliders for adjusting volume and brightness. It also provides two color control sliders.

Move the **Color control 1** slider to the right to increase the blue and decrease the yellow color values. Move the slider to the left to increase the yellow and decrease the blue color values.

Move the **Color control 2** slider to the right to increase the red and decrease the green color values. Move the slider to the left to increase the green and decrease the red color values.

## Launching an Internet browser from WinDVD



Some DVDs contain links to Web sites. To enable these links, click the control panel Web button to launch your Internet browser.

## Getting Help with WinDVD



Click the control panel Help button to open the WinDVD Help system.

## Exiting WinDVD



Click the control panel Exit button, or click the Close button, to exit WinDVD.

## Removing a disc

### Removing a disc with the computer on

- 1 Press the eject button.



*CAUTION: Never press the eject button while the computer is accessing the CD-ROM/DVD-ROM drive.*

*If the disc is still spinning when you open the disc tray, wait for it to stop before you remove it.*

- 2 Pull the disc tray until it is fully open, remove the disc, and place it in its protective cover.
- 3 Close the disc tray.

### Removing a disc with the computer off

- 1 Insert a slender object, such as a straightened paper clip, into the manual eject button hole.



*CAUTION: Never use a pencil to press the manual eject button. Pencil lead can break off inside the computer and damage it.*

- 2 Pull the disc tray until it is fully open, remove the disc, and place it in its protective cover.
- 3 Close the disc tray.

## Caring for compact discs

- ❖ Store your discs in their original containers to protect them from scratches and keep them clean.
- ❖ Never bend a disc or place heavy objects on top of it.
- ❖ Never apply a label to, or otherwise mar, the surface of a disc.
- ❖ Hold a disc by its outside edge. Fingerprints on the surface of a disc can prevent the CD-ROM drive or DVD-ROM drive from reading the data properly.
- ❖ Avoid exposing discs to direct sunlight or extreme heat or cold.
- ❖ To clean a disc, wipe it with a clean, dry cloth — starting from the center of the disc and wiping toward the outward edge. Avoid wiping using a circular motion. If necessary, moisten the cloth with water or a neutral cleaner (not benzine or rubbing alcohol). Let the disc dry completely before inserting it in the drive.

## Setting up for communications

To connect to the Internet, use an online service, or communicate across the telephone lines with another computer, you need:

- ❖ A modem (supplied with your notebook computer)
- ❖ A telephone line
- ❖ A browser or communications program
- ❖ An Internet Service Provider (ISP) or online service if you plan to use the Internet

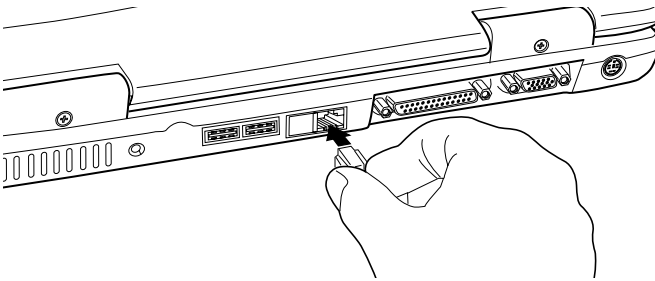
## Connecting the modem to a telephone line

Before you can use the modem, you must connect it to a standard voice-grade telephone line.



*TECHNICAL NOTE: Disable Call Waiting before you connect through the modem. Call Waiting interrupts data transmission.*

- 1 Attach one end of a standard telephone cable to the modem port.



### Connecting the internal modem

- 2 Attach the other end of the telephone cable into the modular jack of a standard voice-grade telephone line.

## Connecting your computer to a network

To access a network:

- ❖ At the office, install a network card in one of the PC Card slots. For the type of card to use and other specific information about connecting to the LAN or WAN, consult your network administrator.
- ❖ While you are at home or traveling, you need a dial-up connection. Ask your network administrator for the telephone number of the network.

To set up the connection, use the Dial-Up Networking Wizard:

- 1 Click **Start** and point to **Programs**.
- 2 Point to **Accessories**, then to **Communications**, and click **Dial-Up Networking**.



*CAUTION: When you are connected to a network, don't use the Windows Millennium Edition Standby or Hibernate commands. They may disrupt your network connection.*

---

## Powering down the computer

When you power down the computer, you have three options to choose from: Shut down, Hibernation and Standby. Each method has its advantages.

### Shut down command

The Shut down command shuts the computer down completely. When you start up again, the computer runs a self-test and loads the operating system. You must open any programs and files you want to use.

Factors when choosing Shut down:

- ❖ No power is used while the computer is shut down. This is the most efficient mode if you will be away from your computer for an extended time.
- ❖ Restarting from Shut down uses the most time and battery power.
- ❖ When starting up again, the system does not automatically open programs and files you were previously using.

## Hibernation command

Hibernation mode shuts the computer down completely, but it first saves the current state of the computer to the hard disk. Since Hibernation mode does not require power to maintain the saved information, the system settings are retained indefinitely. Restoring information from the hard drive takes longer than restoring it from memory. When you start up again, the computer runs a self-test, loads the operating system, and then returns to the state in which you left it.

Factors when choosing Hibernation mode:

- ❖ While in Hibernation mode, the computer uses no battery power.
- ❖ Because the state of the system is held on the hard disk, no data is lost if the battery discharges.
- ❖ Restarting from Hibernation mode uses less time and battery power than restarting from Shut down.
- ❖ Restarting from Hibernation mode uses a little more time and battery power than restarting from Standby because information is being retrieved from the hard disk instead of memory.
- ❖ When starting up again, the computer returns to the state in which you left it, including all open programs and files you were using.



*TECHNICAL NOTES: Before using any of these methods to power down your computer, save your files and make sure the disk activity lights are off.*

*If you change your mind and decide to continue working after all, wait a few seconds before turning the computer on again.*

## Standby command

The Standby command puts the computer into a power-saving mode. Standby holds the current state of the computer in memory so that, when you restart the computer, you can continue working from where you left off.

Factors when choosing Standby:

- ❖ While in Standby mode, the computer uses some battery power. A fully charged battery will last approximately eight hours in Standby mode.
- ❖ Restarting from Standby mode uses less time and battery power than restarting from Shut down or Hibernation mode.
- ❖ When starting up again, the computer returns to the mode in which you left it, including all open programs and files you were using.



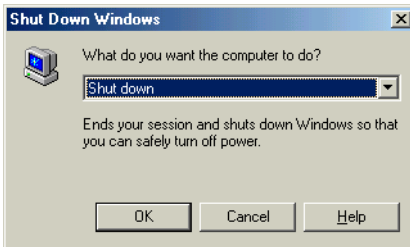
*NOTE: If you power down using the Standby command and the battery discharges fully, your information will be lost. Be sure to save your work first.*

---



## Using Shut down

To power down the computer using the Shut down command, click **Start, Shut Down**, select **Shut down** from the drop-down menu, then click **OK**.



*Shut Down Windows dialog box*

The computer shuts down completely.

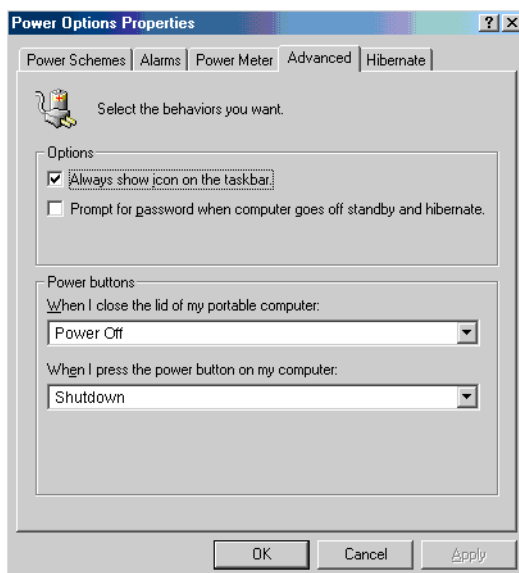
## Shutting down more quickly

You can also shut down the computer by pressing the power button or closing the display panel.

To use either of these methods, you first need to turn on the feature in the Power Options utility.

- 1 Open the **Start** menu, point to **Settings**, then click **Control Panel**.
- 2 In the Control Panel window, double-click the **Power Options** icon. If the Power Options icon is not present, click **View all control panel options** on the left side of the panel.

The Power Options Properties dialog box appears.



### *System power mode settings*

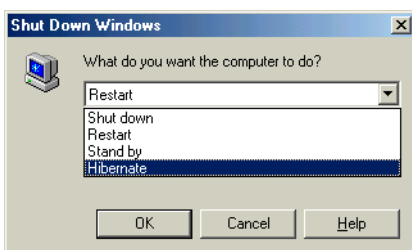
- 3 Click the **Advanced** tab, and select the options you want.
  - ❖ **When I close the lid of my portable computer**  
Set this option to **Power Off** to have the computer shut down when you close the display panel.
  - ❖ **When I press the power button on my computer**  
Set this option to **Shutdown** to have the computer shut down when you press the power button.
- 4 Click **Apply**.
- 5 Click **OK**, then close the Control Panel.

## Starting again after Shut down

To start the computer up again, press and release the power button. The on/off light changes to green.

## Using Hibernation mode

To power down the computer using the Hibernation option, click **Start, Shut Down**, select **Hibernate**, then click **OK**.



*Shut Down Windows dialog box*

The computer saves the state of the system, including all open programs and files, to the hard disk, and then powers down completely.

## Going into Hibernation mode more quickly

You can also put the computer into Hibernation mode by pressing the power button or closing the display panel.

To use either of these methods, you first need to turn it on in Power Options in the Control Panel.

- 1 Open the **Start** menu, point to **Settings**, then click **Control Panel**.
- 2 In the Control Panel window, double-click the **Power Options** icon. If the Power Options icon is not present, click **View all control panel options** on the left side of the panel.

- 3 Click the **Advanced** tab, and select the options you want.
  - ❖ **When I close the lid of my portable computer**  
Set this option to **Hibernation** for the computer to go into Hibernation mode when you close the display panel.
  - ❖ **When I press the power button on my computer**  
Set this option to **Hibernation** for the computer to go into Hibernation mode when you press the power button.
- 4 Click **Apply**.
- 5 Click **OK**, then close the Control Panel.

## Starting again from Hibernation mode

To start the computer from Hibernation mode, press the power button. The computer returns to the screen you were using.

If you put the computer in Hibernation mode by closing the display panel, you can start it again by pressing and releasing the power switch.

## Using Standby

To power down the computer using the Standby command, click **Start, Shut Down**, select **Stand by** from the drop-down menu, then click **OK**.



*Shut Down Windows dialog box*

The computer saves the status of all open programs and files to memory, turns off the display, and goes into a low-power mode. The on/off light blinks green to indicate the machine is in Standby mode.

## Going into Standby mode more quickly

You can also put the computer into Standby mode by either pressing the power button or closing the display panel.

To use any of these methods, you first need to enable them in Power Options in the Control Panel.

- 1 Open the **Start** menu, point to **Settings**, then click **Control Panel**.
- 2 In the Control Panel window, double-click the **Power Options** icon. If the Power Options icon is not present, click **View all control panel options** on the left side of the panel.
- 3 Click the **Advanced** tab, and select the options you want.
  - ❖ **When I close the lid of my portable computer**  
Set this option to **Standby** for the computer to go into Standby mode when you close the display panel.
  - ❖ **When I press the power button on my computer**  
Set this option to **Standby** for the computer to go into Standby mode when you press the power button.
- 4 Click **Apply**.
- 5 Click **OK**, then close the Control Panel.

## Starting again from Standby

To start the computer from Standby mode, press the power button. The computer returns to the screen you were using.

If you put the computer in Standby mode by closing the display panel, you can start it again by opening the display panel.

# Chapter 4

## Mobile Computing

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This chapter covers all aspects of using your computer while traveling.

### Toshiba's energy-saver design



Toshiba is a partner in the Environmental Protection Agency's (EPA) Energy Star® Program and has designed this product to meet the Energy Star guidelines for energy efficiency.

Your computer enters a low-power mode when it is not being used, thereby conserving energy and saving money in the process. It has a number of other features that enhance its energy efficiency.

Many of these energy-saving features have been set by Toshiba. We recommend you leave these features active, allowing your computer to operate at its maximum energy efficiency, so that you can use it for longer periods while traveling.

## Managing power usage

Your computer's power-saving options greatly increase the length of time you can use the computer before recharging the battery.

Your computer supports the following power usage schemes:

- ❖ Home/Office desk
- ❖ Portable/Laptop
- ❖ Always On

To change the Power usage mode, click **Start**, point to **Settings**, then click **Control Panel**. In Control Panel, double-click the **Power Options** icon to display the Power Options Properties window.

Select the power scheme with the most appropriate settings for your computer. Keep in mind that changing any settings on the Power Options Properties window will modify the currently selected scheme.

Consult your Windows Millennium Edition documentation for more information on the Power Options utility.



---

## Running the computer on battery power

The computer contains a removable nickel metal hydride (NiMH) battery pack that provides power when you are away from an AC outlet. You can recharge it many times.



*NOTE: For optimum DVD performance, Toshiba recommends that you play DVDs while running on AC power rather than on battery power.*

---

In addition to the removable main battery, the computer has an internal NiMH real-time clock (RTC) battery. The RTC battery powers the RTC memory, which stores your system configuration settings and the current time and date for up to a month while the computer is turned off.

## Using additional battery packs

If you spend a lot of time traveling and need to work for many hours without an AC power source, you may want to carry additional charged battery packs with you. You can then replace a discharged battery and continue working.

## Battery safety precautions

- ❖ Never try to disassemble a battery pack.
- ❖ Never overcharge or reverse charge a battery. Overcharging will shorten its life and reverse charging could destroy it, causing the release of toxic fumes.
- ❖ Avoid touching the metal terminals of the battery with another metal object. Short-circuiting the battery will cause it to overheat and may cause permanent damage to the battery or the computer.
- ❖ Never incinerate a spent battery as this will cause it to explode and release toxic materials.
- ❖ If a battery is leaking or damaged, replace it immediately. Use protective gloves when handling a damaged battery.
- ❖ To replace the main battery, use an identical battery that you can purchase through [www.toshibaaccessories.com](http://www.toshibaaccessories.com).

## Maximizing battery life

A main battery can be recharged many times. Gradually over time it will lose its ability to hold a charge. To maximize the life of your main battery:

- ❖ Avoid leaving the computer plugged in and unused for more than a few hours. Overcharging the main battery may shorten its life.
- ❖ If you are not going to use the computer for a long period of time, remove the battery.
- ❖ Alternate between battery packs if you have a spare.
- ❖ Make sure the computer is off when you are replacing the battery.

- ❖ Store spare battery packs in a cool dry place out of direct sunlight.



*TECHNICAL NOTE: Battery life and charge time may vary, depending on applications, power-management settings, and features used.*

## Charging batteries

The main battery needs to be charged before you can use it to power the computer.

### Charging the main battery

To charge the main battery, plug the computer into a live AC outlet. The battery light on the status panel flashes green while the battery is charging. It takes about two hours to charge the battery with the computer off. It takes much longer to charge the battery while the computer is on.



*TECHNICAL NOTE: The battery does not charge while the computer is consuming full power.*

The battery may not start charging immediately if:

- ❖ The battery is extremely hot or cold.

To ensure that the battery charges to its full capacity, wait until it reaches room temperature (50 to 80 degrees Fahrenheit, 10 to 26 degrees Celsius).

- ❖ The battery is almost completely discharged.

Leave the power connected, and the battery should begin charging after a few minutes.

---



*HINT: Once a battery pack is fully charged, we recommend that you operate your computer on battery power until the battery pack discharges completely. Doing this extends battery life and helps ensure accurate monitoring of battery capacity.*

---

## Charging the RTC battery

During normal use, the main battery keeps the RTC battery adequately charged. Occasionally, the RTC battery may lose its charge completely, especially if you have had the computer turned off for a long time.

If the RTC battery is low, the real-time clock and calendar may display the incorrect time and date, or stop working.

To recharge the RTC battery, plug in the computer and leave it turned off for at least 24 hours.

The computer can be used while the RTC battery is being charged, although the charging status of the RTC battery cannot be monitored.

## Monitoring battery power

- ☐ The battery light indicates the main battery's current charge. It
  - ❖ Glows green when the battery is fully charged.
  - ❖ Flashes green while the battery is being charged.
  - ❖ Glows red when the charge is below the low battery level, normally 10 percent.
  - ❖ Flashes red when the charge reaches the critical battery level, normally 2 percent.
  - ❖ Does not glow if the external power source is disconnected or if the battery is completely discharged.

## Determining remaining battery power



*NOTE: Wait at least 16 seconds after turning on the computer before trying to monitor the remaining power. The computer needs this time to check the battery's remaining capacity and perform calculations.*

- 1 Click **Start**, point to **Settings**, and then click **Control Panel**.
- 2 Double-click the **Power Options** icon.
- 3 Choose the **Power Meter** tab to show the current charge state of the battery. The value displays as a percentage of remaining battery charge.



*TECHNICAL NOTE: The computer drains the battery faster at low temperatures. Check your remaining charge frequently if you are working in temperatures below 50 degrees Fahrenheit.*

*The computer calculates the remaining battery charge based on your current rate of power use and other factors such as the age of the battery.*

---

## Conserving battery power

How long a fully charged battery pack lasts when you are using the computer depends on a number of factors, such as:

- ❖ How the computer is configured
- ❖ How much you use the display panel instead of an external monitor
- ❖ How much you use the hard disk and other drives
- ❖ Whether you use any optional devices to which the battery supplies power, such as a PC Card
- ❖ Where you are working — since operating time decreases at low temperatures

## What to do when the battery runs low

When the battery runs low you have these options:

- ❖ Plug the computer into a live AC outlet and recharge the battery.
- ❖ Replace the battery with a charged spare, if you have one (see [Changing the main battery on page 121](#)).
- ❖ Save your work and turn off the computer.

If you don't manage to do any of these things before the battery completely runs out of power, the computer automatically enters Standby mode and turns itself off. Standby mode keeps track of where you were so, when you turn on the power again, you can continue where you left off. For more information, see [Standby command on page 104](#).

## Battery alarms

The computer can be configured to warn you when the battery is running low. You can set each of the following alarms:

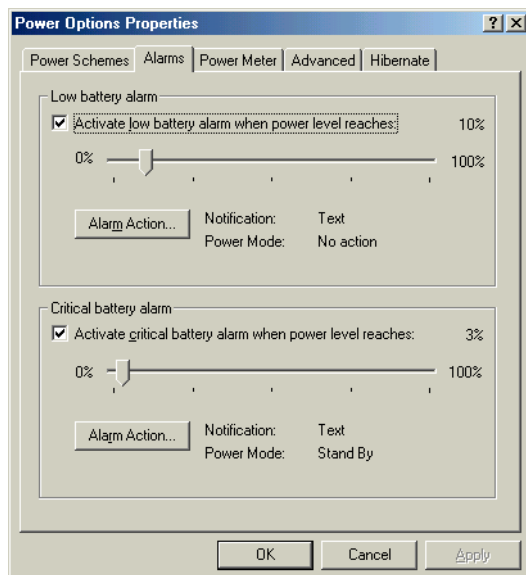
- ❖ Low Battery
- ❖ Critical Battery

Each alarm can be set to alert you when a specified percentage of remaining battery power has been reached. You can set how the alarm action occurs — sound an alarm, display a message, both, or none. You can also set the computer to enter Standby mode when the alarm goes off.

To set the alarm levels:

- 1 Click **Start**, point to **Settings**, and then click **Control Panel**.
- 2 Double-click the **Power Options** icon.

The Power Options Properties dialog box appears.



*Power Options Properties dialog box*

- 3 Click the **Alarms** tab.
- 4 Set the alarm levels as desired.

For more information on battery alarms, refer to your Windows Millennium Edition documentation.



## Changing the main battery

When your battery runs out of power, you have two options — connect the AC adapter, or install a fresh battery. For instructions on using the AC adapter, see [Connecting the AC adapter on page 47](#).

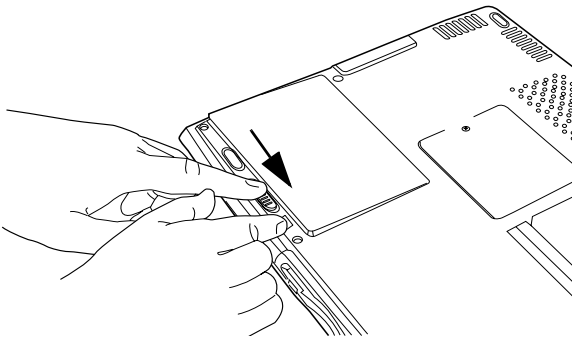
### Removing the battery

- 1 Save your work.
- 2 Shut down the computer.



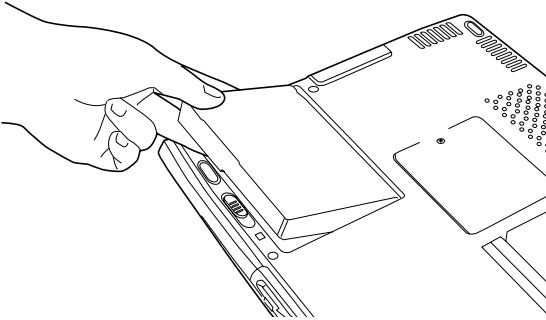
*CAUTION: Never remove the battery while the computer is on.*

- 3 Close the display panel, ensuring that it snaps into place.
- 4 Turn the computer upside down with the front of the computer facing you.
- 5 While pressing the battery latch lock button, slide the battery release latch to the right, as shown in the illustration.



*Releasing the battery latch*

- 6 Gently pull the battery out of the battery bay.



*Removing the battery*



*NOTE: The release latch is spring-loaded and will snap back into place when you release it.*

---



*WARNING: If the battery is leaking or its case is cracked, put on protective gloves to handle it, and discard it immediately following the advice in [Disposing of used batteries safely](#) on page 123.*

---

## Inserting a charged battery

- 1 Wipe the battery terminals of the charged battery with a clean cloth to ensure a good connection.
- 2 Slide the battery into the battery bay.

- 3 When the battery has been properly seated, you should hear it click into place.



*NOTE: The release latch is spring-loaded and will snap into place.*

- 4 Turn the computer right side up.

## Disposing of used batteries safely

You can recharge a main battery many times, so it should last for years. When the useful life of the battery expires or if the battery becomes damaged, you must discard it responsibly.

The documentation that came with your computer may include an insert regarding the disposal of batteries. If not, check with your local government for information on where to recycle or dispose of old batteries.

Only use replacement batteries recommended by Toshiba.



*CAUTION: The computer uses a nickel metal hydride battery, which can explode if not handled or disposed of properly. Putting spent batteries in the trash is not only irresponsible, it may also be illegal. Dispose of the battery as required by local ordinances or regulations.*

## Traveling tips

The environmental precautions listed in [Selecting a place to work on page 35](#), also apply while traveling.

- ❖ Never leave your computer on a sunny ledge or in a place where it could get wet or covered in dust.
- ❖ Always travel with the computer in a carrying case. Toshiba offers a choice of carrying cases for the computer. They all provide plenty of extra space for manuals, power cables, compact discs and diskettes. For more information, see the accessories information packaged with your computer, or visit [www.toshibaaccessories.com](http://www.toshibaaccessories.com).



*TECHNICAL NOTE: When traveling by air, you may be required to pass your notebook through airport security equipment. The X-ray equipment will not harm your computer.*

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## Chapter 5

# Getting to Know Windows<sup>®</sup> Millennium Edition

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This chapter introduces Windows Millennium Edition by guiding you through a few basic tasks.

If you have used Windows 98, you will find Windows Millennium Edition familiar, since both operating systems are similar. Whether you have used a Windows operating system or not, the skill and confidence you will gain from this chapter will more than offset the short amount of time spent going through these lessons.

As you explore Windows Millennium Edition further, you will often discover alternative ways of accomplishing a particular task.

For more detailed information on your operating system, refer to the Microsoft Windows Millennium Edition documentation that came with your computer.

## Lesson 1: Exploring the desktop

The desktop is the launching pad for everything you can do in Windows Millennium Edition. You use its features to start programs, find documents, set up system components, and perform most other computing tasks.



*HINT: The illustrated examples in this guide may appear slightly different from the screens displayed by your system. However, the differences are not significant and do not indicate any change in the functionality of your system.*

---

### Finding your way around the desktop

Your computer's desktop includes several standard features: icons, Start button, shortcut tray, taskbar, system tray, and the desktop background pattern.

Toshiba has enhanced the standard desktop with these new features:

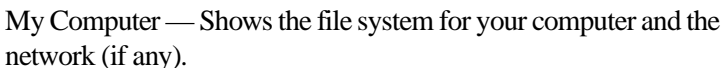
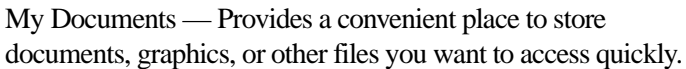
- ❖ Toshiba Active Menu™ provides quick and easy access to resources on the Web and on your computer.
- ❖ To Do List provides a list of tasks Toshiba recommends you complete shortly after setting up your computer.



An icon represents a folder, file, or program that can be quickly activated by double-clicking the icon.

You can create a new desktop icon for any folder, file, or program by dragging the element's icon from its location in a window to the desktop area.

The icons initially displayed on your Windows Millennium Edition desktop include:





**Recycle Bin** — Holds files you've deleted using the Windows Explorer. You may retrieve these files until you empty the Recycle Bin.

---



*TECHNICAL NOTE: If you delete a file from a diskette, it does not go into the Recycle Bin. For more information on the Recycle Bin, see Windows Help.*

---



**Internet Explorer** — The Microsoft browser that provides access to the Internet.



**Toshiba VirtualTech™** — A Toshiba utility to help answer technical questions and troubleshoot system problems. For more information about VirtualTech, see [Using VirtualTech™ on page 211](#).



**Toshiba Great Software Offer** — A service provided by Toshiba that offers additional software to you.



**FreedomWare™** — Receive free offers, discounts and productivity solutions.

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*NOTE: If you place the cursor over an icon, a popup description of the file contents appears.*

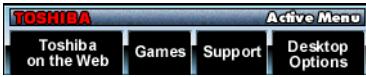
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Your desktop may contain other icons depending on your configuration. See Windows Millennium Edition online Help for more specific information on each icon and how to use it.

## Toshiba Active Menu

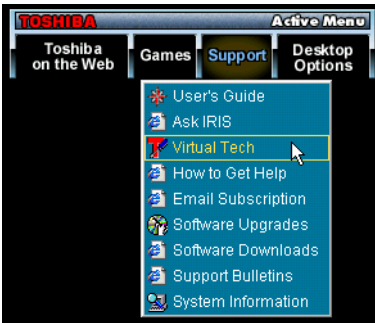
The Toshiba Active Menu provides quick and easy access to resources on Toshiba Web sites and on your computer, including product information, services and support, and computer accessory information.





### *Sample Toshiba Active Menu*

When you click one of the Active Menu topics, a menu appears listing several choices. Click an item on the menu to activate that feature.



### *Sample support menu items*

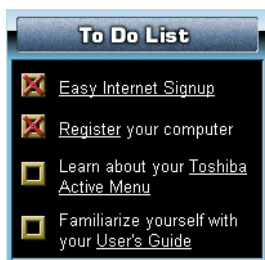
Many items on the Toshiba Active Menu require Internet access. If you select one of these items, you will be prompted to connect to the Internet (if necessary).

The Toshiba Active Menu also allows you to launch several games and support-related programs, to change the look and feel of the desktop, and to show or hide the Toshiba Active Menu components installed on your computer.

When updated information about a menu item is available on a Toshiba Web site, the Toshiba Active Menu will ask you if you would like to receive the update. If you request the update, new information will be downloaded to your computer.

## **To Do List**

The To Do List provides a list of things Toshiba recommends you do shortly after setting up your computer.



### *Sample To Do List*

The To Do List includes signing up for free Internet access, registering your computer, learning how to use the Toshiba Active Menu, and familiarizing yourself with the Online user's guide. You can check off each task as you complete it.

## Start button

You use the Start button to:

- ❖ Start programs
- ❖ Access Microsoft Windows Millennium Edition update information
- ❖ Open recently accessed documents
- ❖ Adjust system settings
- ❖ Search for files
- ❖ Access Windows Help and Support
- ❖ Run programs
- ❖ Suspend system activity and shut down the computer

For more information on starting programs, see [Lesson 6: Starting programs on page 143](#).

## Shortcut tray

The shortcut tray displays icons of tasks or programs. These icons function much like the desktop icons, but are easily accessible even when the desktop is covered with open windows.

To activate a task or program, click the appropriate shortcut tray icon.

To add an icon to the shortcut tray, drag it to the shortcut tray.

## Taskbar

Each time you open a program, a button associated with that program appears on the taskbar. With some programs, a button appears on the taskbar for each document or window you open. You can use these buttons to quickly switch between the programs or windows.

To make a program or window active, click the associated button.

## System tray

The system tray displays icons of tasks or programs that run continuously in the background. To learn more about each task, position the cursor over the icon for a few moments and a short description of the task appears.

Typical tasks in the system tray are current time, power usage mode, and speaker volume.

To activate a specific task, double-click the appropriate system tray icon.

## Desktop background

When you first set up your computer, the background image (also called “wallpaper”) on the desktop is the Toshiba choose freedom™ background image.

There are two ways you can change the background of your desktop. One way retains the Toshiba Active Menu and To Do List, and the other way removes these features from the desktop.

To change the background and retain the Toshiba Active Menu and To Do List:

- 1 Click the Toshiba Active Menu's **Desktop Options**.
- 2 Select **Change Background Image**, and choose the background you want to display on the desktop.

To change the background and remove the Toshiba Active Menu and To Do List:

- 1 Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Display**.
- 2 Select the **Background** tab, and choose the background you want to display on the desktop. Then click **OK**.

If you remove the Toshiba Active Menu and To Do List, but decide you want to use these features again, follow the procedure in this section and choose the background called **Toshiba Active Menu**.

## Windows Millennium Edition file system

All files on your computer are organized for accessibility using a hierarchal file system.

Programs, documents, and other data are held in *files*. These files can be grouped together in *folders*, and folders can be grouped inside other folders for convenient organizing. All the files and folders reside in your computer on a storage *device*, such as a disk drive.

You can think of your computer storage system in terms of office equipment. You have a file cabinet (device), that contains folders, and each folder may contain documents. Your office may have more than one file cabinet, just as your computer may have more than one disk drive.

Computers can be connected together to form a *network*, so that programs, documents and other data can be quickly and easily shared between computers.

You can use the My Computer feature on the desktop to access any file in the Windows file system.

For more information, read the Microsoft documentation that comes with your computer.

## Lesson 2: Using the AccuPoint II pointing device

“Getting Started” introduced you to the AccuPoint II pointing device, which is your basic tool for moving around the screen and performing computing tasks. This lesson lets you practice using the AccuPoint II pointing device.

- 1 Move the pointer to the **Start** button, then click the primary button (the larger one) to open the Start menu.
- 



*NOTE: In this guide, the term “click” refers to the primary button, which is the larger one. Instructions requiring the secondary button specifically mention that button. For example, “click the secondary button.”*

---

- 2 Click an empty area of the desktop to close the Start menu.
- 3 With the pointer in an empty area of the desktop, click the secondary button (the smaller one) to open the desktop shortcut menu. As the name implies, shortcut menus provide quick access to many Windows Millennium Edition features.

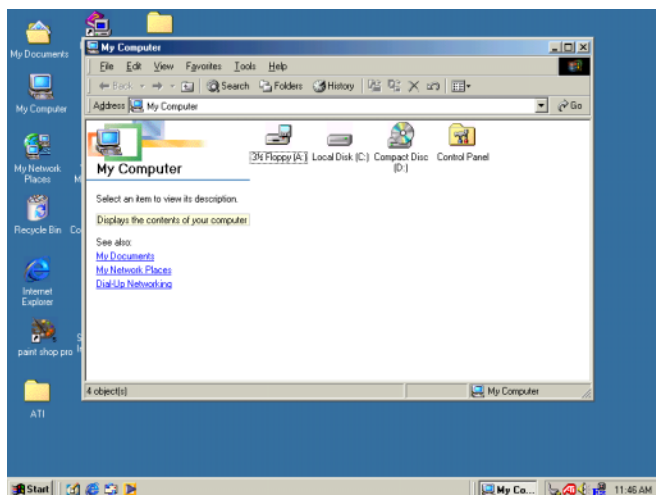


*Sample desktop shortcut menu*

- 4 Click an empty area to close the shortcut menu.

- 5 Move the pointer to the **My Computer** icon, then click the primary button twice rapidly. (This process is known as “double-clicking.”)

The My Computer window opens.



*Sample Desktop with the My Computer window open*

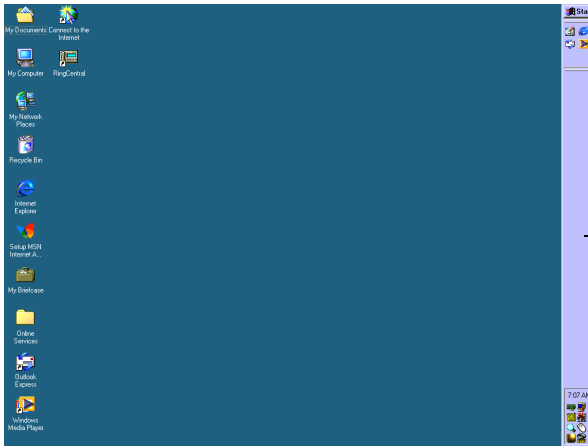


- 6 Now click the Close button in the upper-right corner of this window.

The My Computer window closes.

- 7 Click an empty area of the taskbar at the bottom of the screen and, while holding down the primary button, drag the pointer to the right edge of the desktop, then release the primary button. This process is known as “clicking and dragging.”

The taskbar moves from the bottom to the right edge of the desktop.



*Sample Desktop with the taskbar on the right*



*HINT: You can move the taskbar to any of the desktop's four edges.*

---

- 8 Click the taskbar once again and drag it back to the bottom of the desktop.

## Lesson 3: Learning about the Internet

This lesson begins with Windows Millennium Edition Web Tutorial. It demonstrates how to access a Web page from a window and from the taskbar. The lesson assumes you have an account with an Internet Service Provider (ISP).







*HINT: The content on the Web Tutorial may be different from the content in this illustration. The information on Web pages is dynamic and can be changed at any time.*

---

- ❖ The Browser controls provide various navigation features.
- ❖ The Internet address, also called a Universal Resource Locator (URL), is a line of information telling the browser where to look for a specific Web page.
- ❖ The large window contains the Web page itself.

Much more can be said about the Internet and how to use it. The best way to learn is to begin surfing yourself.

## Opening a Web page from a window

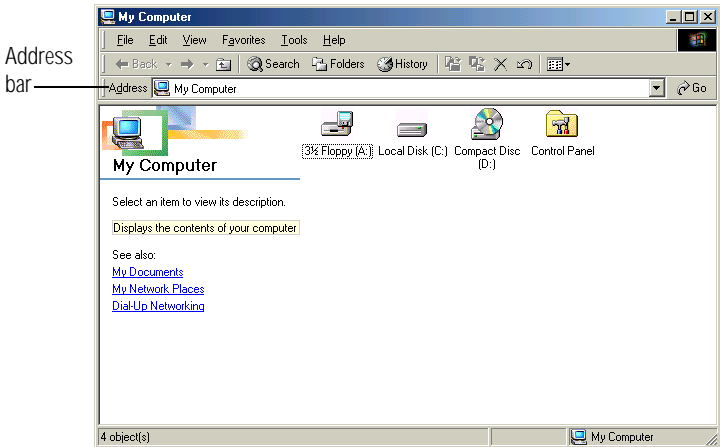
The most common way to open a Web page is by typing a Web address in the address line of the Web browser itself. But you can also type a Web address in the My Computer window.

- 1** On the desktop, double-click **My Computer**.

The My Computer window appears.

- 2** On the **View** menu, point to **Toolbars**, then click **Address Bar**.

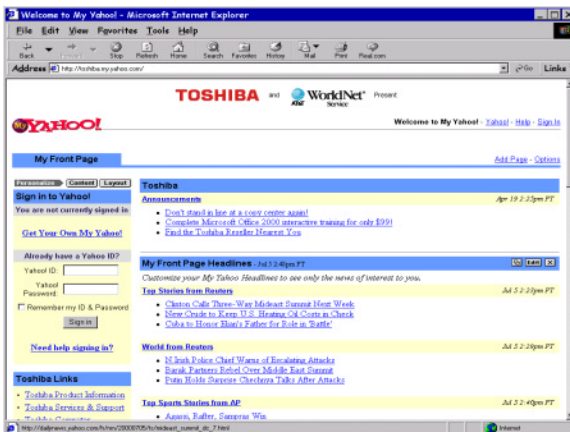
Windows Millennium Edition displays the address bar. It indicates that you are pointing to “My Computer.”



*Sample My Computer window*

- 3 In the address bar, type <http://toshiba.my.yahoo.com>, and then press Enter.

If you are connected to the Internet, the Toshiba My Yahoo! Web site appears.





*HINT: You can customize your My Yahoo! Headlines to see only the news of interest to you.*

---

## Lesson 4: Creating a new document

This lesson teaches you how to create a text file without having to first open a program.

- 1 Move the pointer to an empty area of the desktop, then click the secondary button.

Windows Millennium Edition displays a shortcut menu of commands applicable to the desktop.

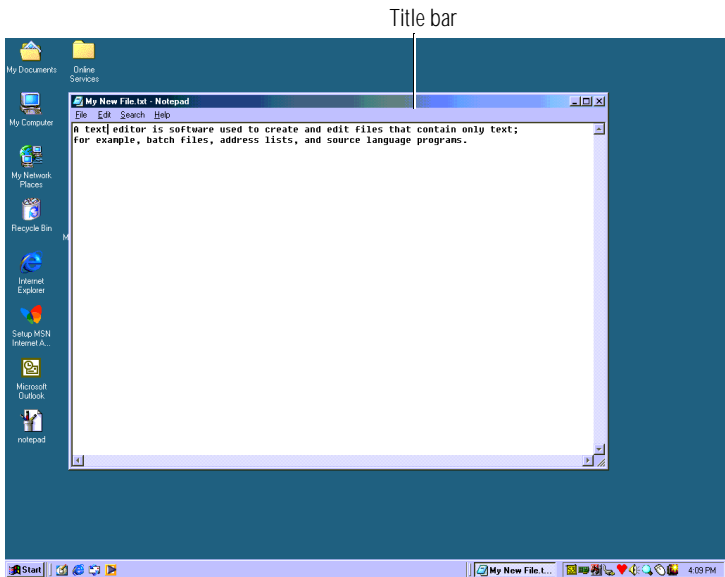
- 2 Click **New**, then click **Text Document**.

Windows Millennium Edition creates an icon on the desktop called New Text Document with the icon name highlighted.

- 3 To give your document a meaningful name, type New File.txt and press Enter.

- 4 Double-click the **New File** icon.

Windows Millennium Edition opens the new document in Notepad—the text editor built into Windows Millennium Edition.



*Sample Notepad window*

Notice that when the document opens, there is a new button on the taskbar that reads **New File.txt - Notepad** (the name may be too long to fit into the taskbar space but, if you point to the name, Windows Millennium Edition displays the complete name). By displaying buttons like this one, the taskbar helps you keep track of the programs and files you currently have open.

To learn more about Notepad, click **Start**, then click **Help** or open the Help menu by pressing F1. For now, leave Notepad open and go on to the next lesson.

## Lesson 5: Creating a new folder

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*DEFINITION: A folder is an area where you can store documents and other types of files. It is analogous to a file folder stored in a file cabinet. In this case, a disk drive in the computer is the file cabinet.*

---

Windows Millennium Edition stores documents and programs in folders. It even stores other folders in folders. In this lesson, you will create a folder in which to store your new document.

- 1 Move the pointer to an empty area of the desktop, then click the secondary button.

Windows Millennium Edition displays the desktop shortcut menu.

- 2 Click **New**, then click **Folder**.

Windows Millennium Edition creates an icon on the desktop called New Folder with the icon name highlighted.

- 3 Type a name for the folder, such as My Folder, then press Enter.



- 4 Close the Notepad document you just created by clicking the Close button on the right side of the Notepad title bar.

Windows Millennium Edition displays the document as an icon on the desktop.

- 5 Click the document icon and drag it toward your New Folder icon. Position the document icon over the New Folder icon until it changes color, then release the primary button.

The outline of the document icon moves across the desktop and disappears into the folder.

- 6 To see your document, double-click the folder icon.

A window opens and displays the contents of the folder.



- 7 Close the window by clicking its Close button and continue with the next lesson to learn how to start programs.

## Lesson 6: Starting programs

Usually, you will know which program you want to use for a particular task.

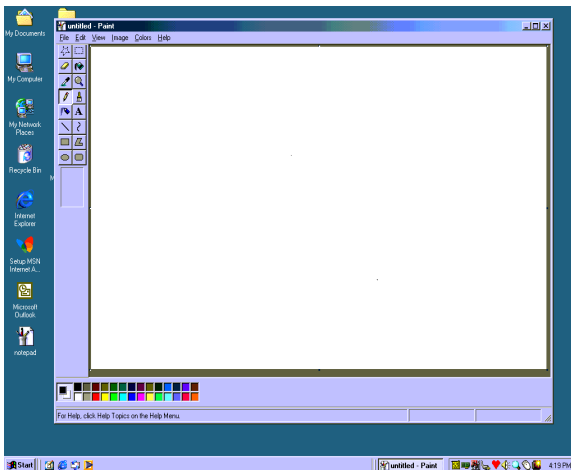
This lesson teaches you how to launch programs from the Start menu, using two of the programs that are built into Windows Millennium Edition: Paint and Windows Explorer.

- 1 Click **Start**, then point to **Programs**.

Windows Millennium Edition displays a list of program folders.

- 2 Point to **Accessories**, then click **Paint**.

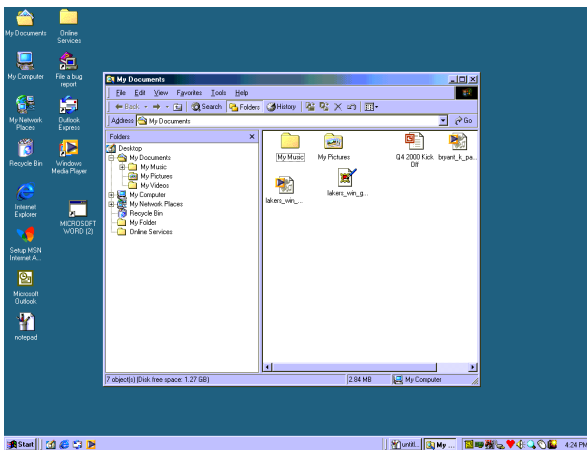
Windows Millennium Edition opens Paint—a basic drawing program.



*Sample Paint program open on the desktop*

- 3 To open the second program, click **Start**, then click **Programs**.
- 4 Point to **Accessories**, then click **Windows Explorer**.

Windows Millennium Edition opens Windows Explorer, which provides access to all your computer's resources. For example, it lets you see all the files in a particular folder on the computer's hard disk.



*Sample Windows Explorer open on the desktop*

Notice the taskbar now has two buttons on it—one for Paint and one for Windows Explorer.

- 5 Click the **Paint** button on the taskbar.

Windows Millennium Edition displays the Paint program.

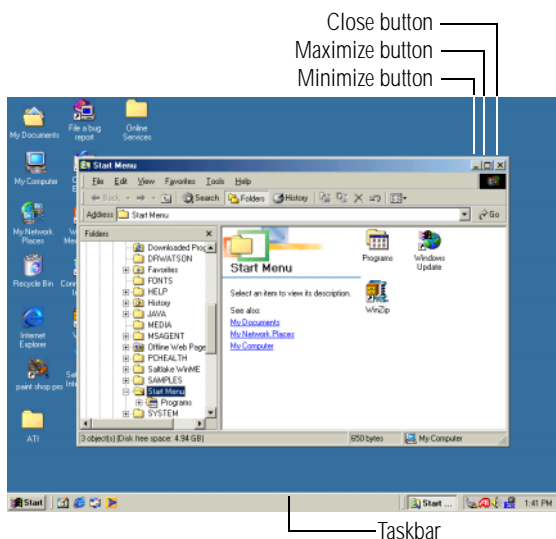
Windows Millennium Edition places the active window on top of other windows on the desktop unless you have selected a different display option. You can move back and forth between the two programs by clicking each button alternately.



## Lesson 7: Resizing, repositioning, and hiding windows

If you have followed the lessons in this chapter, you now have a screen cluttered with several program windows. Fortunately, it is easy to create order out of this chaos. You can resize and reposition windows so that you can see more than one of them at a time. You can also hide windows by removing them from the desktop without actually closing your document or program.

This lesson introduces several ways to adjust the size, shape, and position of windows open on the desktop.



*Sample Windows Explorer open on the desktop*

## Using the taskbar

If you have applications open on the desktop, you can rearrange them by pointing your AccuPoint II device to the taskbar and clicking the secondary button. You have these options:

- ❖ Move windows
- ❖ Size windows
- ❖ Minimize all windows — display only the taskbar buttons
- ❖ Maximize windows
- ❖ Close windows

Choose your option depending on how you wish to set up your desktop.

## Minimizing and maximizing windows

- 1 To make the Windows Explorer window the active window, click the **My Documents** button on the taskbar.

Windows Millennium Edition highlights the Windows Explorer title bar to show that Windows Explorer is the active window.



- 2 Click the **Minimize** button at the top-right corner of the Explorer window to hide the window.

Windows Explorer disappears from the desktop. However, it is still open, as you can see from the taskbar.



---

*HINT: Minimizing program windows is a good way to clean up the desktop without actually closing programs.*

---



- 3 Click the **Maximize** button in the top-right corner of the Paint window.

The Paint window expands to fill the screen, hiding everything except the taskbar. Notice that the Maximize button has changed. It is now called the Restore button.



*HINT: Maximizing a program is a good way to work when you are only using that program and do not want any distractions on the screen.*

## Resizing and moving windows



- 1 Click the Restore button in the top-right corner of the Paint window.

Paint returns to its previous size and location. Notice that the Restore button has changed back into the Maximize button.

For the next few steps assume that you want to be able to see both Paint and Windows Explorer at the same time.

- 2 Move the pointer to the right-hand edge of the Paint window.  
The pointer changes to a two-headed arrow.
- 3 Click and drag the edge of the window until it takes up just less than half the width of the desktop.
- 4 Click the title bar of the Paint window and drag it to the left side of the desktop.

You can move any window by clicking its title bar and dragging it.

- 5 Click the **My Documents** button on the taskbar.
- 6 Repeat steps 3 and 4 to change the size and position of Windows Explorer, placing it on the right side of the desktop.

Now that the windows are side by side, you can see how you could refer to one window while working in the other.

Resizing and moving windows allows you to rearrange the desktop to suit your needs. Experiment with different sizes and placements of windows to find the best arrangement for your work.

At this point you have two programs open on the desktop. The next lesson shows you how to close them.

## Lesson 8: Closing programs

Once you are finished working with a document or program, it is a good idea to close it. While you can run several programs at the same time, having a large number of programs and documents open simultaneously can slow down your computer.

This lesson teaches you how to close the programs you opened earlier in this tutorial.

To close the programs:



- 1 Click the Close button at the top-right of the Explorer window.  
  
That is all there is to it. Windows Explorer closes, removing the Explorer button from the taskbar as well.
- 2 Close Paint and the My Computer window (assuming it is still open) by clicking the Close buttons for each program.



---

*HINT: Always save your work before you close a program.*

---

## Lesson 9: Creating shortcuts

By adding shortcuts to your desktop, you can open programs or files with the click of a button. You will probably want to create shortcuts for the programs you use most frequently. This lesson explains how to create shortcuts using two Windows Millennium Edition accessories, Calculator and Character Map, as examples.

### Creating a shortcut to the Calculator

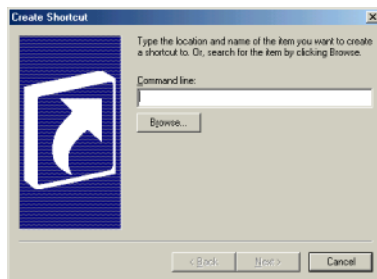
Use this method when you know the name and location of the program file to which you would like to create a shortcut.

- 1 Move the pointer to an empty area of the desktop, then click the secondary button.

Windows Millennium Edition displays the desktop shortcut menu.

- 2 Click **New**, then click **Shortcut**.

Windows Millennium Edition displays the Create Shortcut dialog box.



*Sample Create Shortcut dialog box*

- 3 In the **Command line** box, type `c:\windows\calc.exe` and click **Next**.
- 4 Windows Millennium Edition prompts you to select a name for the shortcut.

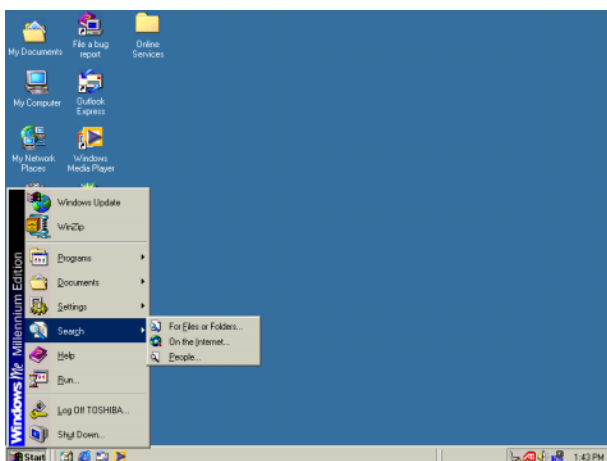
- 5 Type Calculator and click **Finish**.

Windows Millennium Edition displays the new shortcut on your desktop.

## Creating a shortcut to the Character Map

Use this method when you don't know the name and location of the program file.

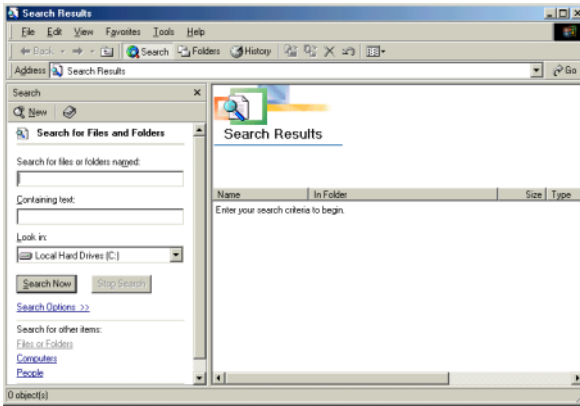
- 1 Click **Start**, then point to **Search**.



*Sample Search options on the Start menu*

- 2 Click **Files or Folders**.

Windows Millennium Edition displays the Search Results dialog box.



*Sample Search Results dialog box*



*HINT: Search also allows you to perform searches on the Internet.*

- 3 Type **char** in the **Search for files or folders named:** text box, and then click **Search Now**.

Windows Millennium Edition displays a list of all the files with “char” in their names.

- 4 Click the **Character Map** file with the secondary button and drag it to the desktop.

A shortcut menu appears.

- 5 Click **Create Shortcut**.

A shortcut to the Character Map appears on your desktop.

Clicking a shortcut icon opens the program or folder immediately. You can place as many shortcuts on your desktop as you find useful.



*HINT: The Character Map is a useful tool when you want to add a special character to a document.*

---

## Lesson 10: Changing the screensaver

You can personalize the background area of your desktop with pictures, patterns, or colors. The background is considered a “property” of your desktop. This lesson will not only teach you how to personalize the background, but will also introduce you to properties.

Windows Millennium Edition treats all windows, icons, programs, drives, etc. as self-contained objects, each with its own set of properties (such as size, position on-screen, and color). Many of these properties can be customized to meet your particular needs and tastes.



*DEFINITION: An object is an independent block of data, text, or graphics that was created by an individual application.*

---

This lesson introduces object properties by showing you how to change one of the properties of the desktop—the screen saver. This is a continuously changing pattern that appears on the screen during pauses in your work.

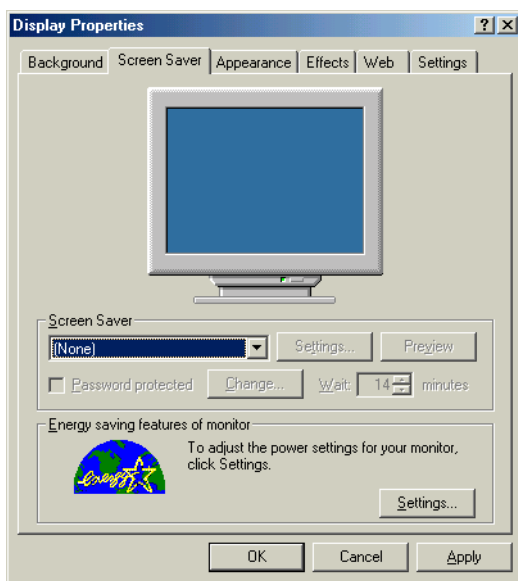


- 1 Move the pointer to an empty area of the desktop, then click the secondary button.

Windows Millennium Edition displays the desktop shortcut menu.

- 2 Click **Properties**.

Windows Millennium Edition opens the Display Properties dialog box.



*Sample Display Properties dialog box*

- 3 Click the **Screen Saver** tab.
- 4 Click the arrow beside the current option—probably “(None)” —to open the screen saver list box.
- 5 Scroll through the screen saver options by clicking the scroll arrows in the list box.

- 6 Try a screen saver pattern by clicking a name in the list box.

Windows Millennium Edition displays your selection in the monitor above the list box. Try several patterns.

- 7 To apply a pattern to your desktop, click **Apply**.

- 8 After you have chosen a screen saver pattern and applied it to your desktop, click **OK**.

Windows Millennium Edition returns you to the desktop.

You can view any object's properties by clicking the object with the secondary button, then choosing **Properties** from the shortcut menu that appears.

The next lesson explains how to set two other properties—the date and time.

## Lesson 11: Setting the date and time

You initially set the computer's date and time properties when you turned the computer on for the first time and set up Windows Millennium Edition.

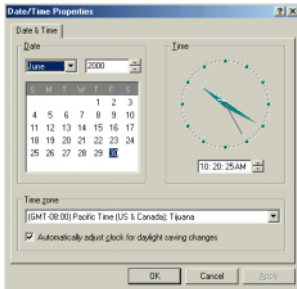
To change the date and time settings:

- 1 Click **Start**, then point to **Settings**.
- 2 Click **Control Panel**.

Windows Millennium Edition displays the Control Panel.

- 3 Double-click the **Date/Time** icon.

Windows Millennium Edition displays the Date/Time Properties dialog box.



*Sample Date/Time Properties dialog box*



*HINT: To open the Date/Time Properties dialog box more quickly, either click the time display on the taskbar with the secondary button, then click Adjust Date/Time, or double-click the time display.*

- 4 Set the correct month, year, day, and time.
- 5 Click the **Time Zone** drop-down list box and set your time zone.
- 6 Click **OK**.

Continue with the next lesson to finish cleaning up the desktop.

## Lesson 12: Removing objects from the desktop

Earlier in this tutorial, you created a new icon on the desktop. Since everything you have done to this point has been just practice, you may want to return the desktop back to its original uncluttered state. This lesson explains how to remove objects from the desktop and introduces the Recycle Bin.

- 1 Click the **New Folder** icon you created, drag it until it is over the Recycle Bin icon and it changes color, then release the primary button.

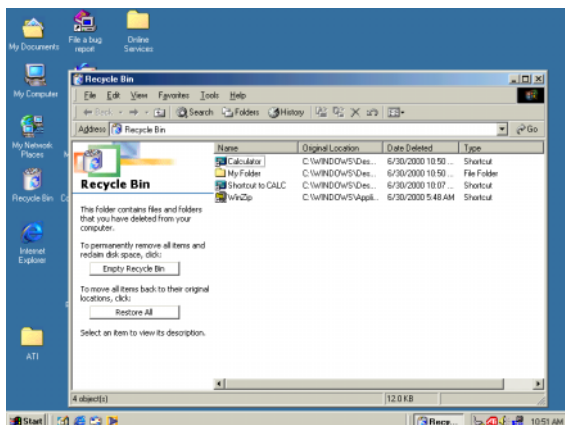
The icon disappears. But, with Windows Millennium Edition, it is not really gone. It is merely set aside in the Recycle Bin so that you can restore or delete it later.

- 2 Repeat step 1 for any other icons you created during this tutorial.

Each icon disappears as you drop it on the Recycle Bin.

- 3 Double-click the **Recycle Bin** icon.

Windows Millennium Edition opens the Recycle Bin window. Notice that all the icons you dropped on the Recycle Bin are listed.



*Sample Recycle Bin open on the desktop*

- 4 To completely remove an object, select it, and then click **File, Delete**.

The object is permanently deleted from the Recycle Bin.

Later on—in your real work, not in this tutorial—you will use the Recycle Bin to delete other objects such as folders, documents, and sometimes even programs. Still, the process is the same. Just drag an object's icon to the Recycle Bin.

If you change your mind and want to restore an object you sent to the Recycle Bin, select the object with the secondary button and click **Restore**. Windows Millennium Edition restores the object to the place from which it was deleted.

But when you are absolutely certain that you never want to see it again, delete it from the Recycle Bin.

To delete everything from the Recycle Bin at once, choose **Empty Recycle Bin** from the File menu.



*HINT: Empty the Recycle Bin periodically. Even though an item is moved to the Recycle Bin, it still uses valuable space on the hard disk drive until it is deleted from the Recycle Bin.*

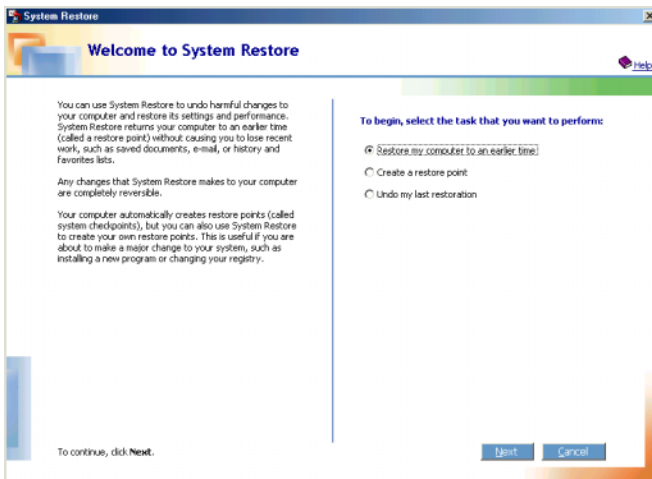
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## Lesson 13: Using System Restore

The System Restore feature allows you to return your computer to the way it was configured on a specific date or time, a “restore point.” This is useful if you are reconfiguring your computer for new hardware or software. In the event that your hardware or software causes your computer to malfunction, you can remove the offending item(s) and restore the system to the state it was in at the preset time.

To open System Restore, click **Start**, point to **Programs**, **Accessories**, **System Tools** and **System Restore**.

The System Restore Welcome screen appears.



*Sample System Restore welcome screen*

Windows Millennium Edition guides you through the process of storing your system settings for future use. It also guides you through restoring your system to the selected date or time.

## Lesson 14: If I am lost, what do I do?

This lesson teaches you how to use some of the Help features in Windows Millennium Edition.

### Windows Millennium Edition Help

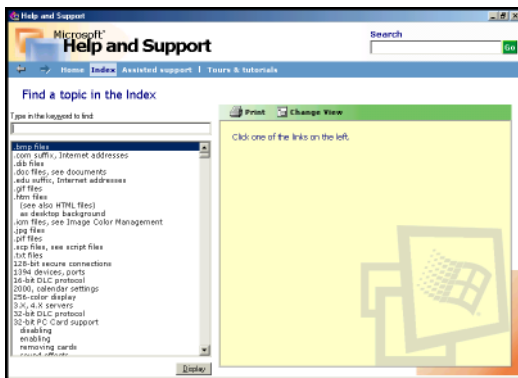
Windows Millennium Edition has an excellent Help facility. If you cannot figure out how to do something, the answer is probably only a few clicks away.

Assume that you want to draw a picture but don't know how.

- 1 If you have an application open, press F1, otherwise click **Start**, then click **Help**.

Windows Millennium Edition opens the Help and Support window.

- 2 If you do not see the Index, click **Index**.  
Help and Support displays the Index.



*Sample Help and Support Index*

The left side of the screen contains the index. The text box above the index, where the cursor is flashing, lets you type in a topic you want to find in the index.

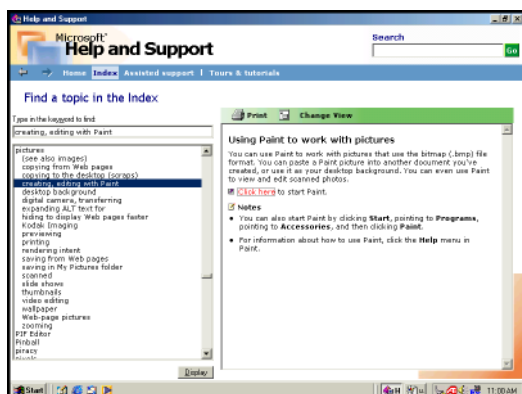
**3** Type pictures in the text box.

Notice as you type that the corresponding location in the index appears. When you type the letter p, the topic list moves to the first entry that begins with P, and so on.

There are a number of topics listed under Picture. One of them, “creating, editing with Paint,” looks promising.

**4** Double-click **creating, editing with Paint**.

Help opens a topic screen that gives a brief description of how to draw pictures, including an icon to start the Paint program.



*Sample drawing Help window*

**5** Click the **Click Here** link.

Windows Millennium Edition opens the Paint program.

Not every Help topic contains a hot link to start the program it is talking about. However, when you do encounter one, it provides a convenient way to start the program to look at it while you read about the program in the Help topic.

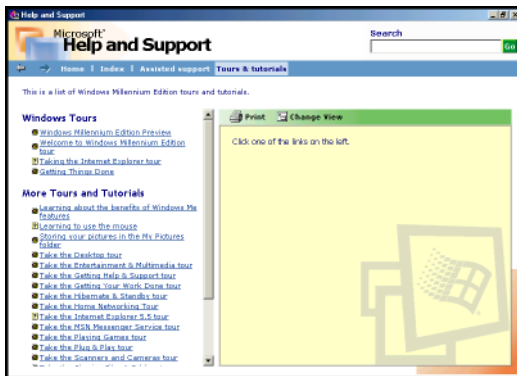


## Using the online tours and tutorials

Whether you are new to computers or you have some experience, the Windows Millennium Edition Tours and Tutorials collection is a good place to start.

If you are not familiar with either Windows 98 or Windows Millennium Edition, start with “Windows Millennium Edition Preview.”

If you have used Windows 98, “Learning about the benefits of Windows Me features” is a helpful introduction to the new features in Windows Millennium Edition.



*Sample Windows Millennium Edition Tours and Tutorials window*

To start a Windows Millennium Edition tour or tutorial:

- 1 Click **Help**, then click **Tours and Tutorials**.

The Microsoft Help and Support window takes you to the Tours and Tutorial section.

- 2 Scroll through the list of Tours and Tutorials and select the place you want to start.
- 3 Click the selected topic and follow the instructions on the screen.

## Lesson 15: Turning off your computer

It is very important that you let Windows Millennium Edition shut down your computer. As it shuts down, Windows Millennium Edition performs a number of tasks ensuring that everything is in place the next time you turn on the computer. This lesson teaches you how to shut down Windows Millennium Edition and turn off your computer.

- 1 Click **Start**, then click **Shut Down**.

Windows Millennium Edition displays the Shut Down Windows dialog box.

- 2 Select **Shut down**, then click **OK**.

Windows Millennium Edition displays a message that it is shutting down and turns off the computer.

There are other ways to shut down your computer. For more information, see [Powering down the computer on page 102](#).

# Chapter 6

## Exploring Your Options

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In this chapter, you will explore other features of your notebook computer.

### Windows Millennium Edition special features

Windows Millennium Edition offers you several new features and enhancements, including:

- ❖ New system file protection
- ❖ A system restore function, allowing you to rollback the system to its previous state
- ❖ An improved help center, support automation, and automatic Windows update.
- ❖ Wizards to simplify setting up your home network
- ❖ Ability to share one Internet connection among multiple PCs
- ❖ An automatic discovery feature that allows your computer to detect new and intelligent devices.

## Personalizing your desktop

Your desktop is your virtual workspace. This section explains how to customize its features for the way you like to work. You can customize the following aspects of the desktop:

- ❖ Taskbar — determines which resources to display for quick access
- ❖ Active Desktop™ — determines what information from the Internet to always display
- ❖ Desktop style — determines how windows are displayed and how to browse folders and files
- ❖ Toolbars — determines what information appears at the top of each window

## Customizing the taskbar

As you work, the taskbar changes to reflect what you are doing. Its icons provide shortcuts to programs, documents, files, folders, system features, and components. Open applications also have Forward and Backward buttons to allow navigation through folders, documents, and Web sites.

For example, you can personalize the taskbar to include not only Quick Launch icons, but also your favorite URL addresses or local folders and programs.



*DEFINITION: URL stands for Universal Resource Locator, which is the address that defines the route to a file on the Web or any other Internet facility. Generically, it is known as the World Wide Web (or "Web") site address.*

---

Having a list of favorite URLs handy saves time because using it bypasses the need for you to launch your browser first.

To customize your taskbar settings, point to an empty space in the taskbar and click the secondary button.

## Bringing the world to your desktop

With Windows Millennium Edition you can set up your desktop with complete World Wide Web integration at a single click. As Microsoft Help says, “The Active Desktop interface lets you put ‘active content’ from Web pages or a channel on your desktop. You can make your desktop truly your own space by adding the active items you refer to on a regular basis: news, weather, sports, stock prices or whatever you want to have at hand.”

### Turning on the Active Desktop

The first step to bring active content to your desktop is to turn on the Active Desktop:

- 1 Place the cursor on an empty space on the desktop and click the secondary button.
- 2 Point to **Active Desktop**, then click **Show Web Content**.

Your desktop is ready to set up.

### Adding components to the Active Desktop

- 1 Point to an empty space on the desktop, click the secondary button, and click **Properties**.
- 2 Click the **Web** tab.

Windows Millennium Edition displays a list of items to add to the desktop.

- 3 To view additional components, click **New**.

The New Active Desktop Item dialog box appears.

- 4 To browse the Active Desktop Gallery for more components to add, click **Visit Gallery**.
- 5 To select some other Web site, click **Cancel**, and then type the address of the Web site you want, or click **Browse** to locate it.

You can configure the Active Desktop in several other ways. For further information, see your Windows Millennium Edition documentation or access Windows Help by clicking **Start**, and then **Help**.

## Personalizing individual windows

Just as you can display a Web page on your desktop, you can also display a Web page in an individual window. If you subscribe to the Web page, it can be automatically updated on a regular basis. For example, using this Web integration feature you can monitor weather, game scores, stock prices, or headlines — all in the window of your choice.

## Adding a background to a window

If you select art or a Web page as a window background, set your desktop style to Web style — or select the **As Web Page** option from the Tools menu.

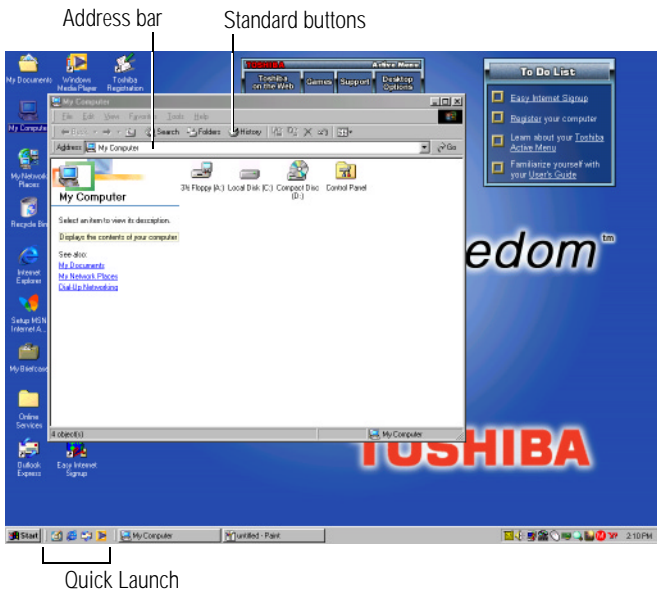
To add a background to a window:

- 1 Double-click **My Computer**.  
The My Computer window opens.
- 2 Open the folder you want to customize.
- 3 On the **Tools** menu, click **Customize this Folder**, and then follow the instructions in the Customize this Folder wizard.

## Customizing window toolbars

You can display one or more customizable toolbars at the top of a window. As you browse, Windows Millennium Edition detects the kind of information presented in the window and automatically displays the appropriate toolbar buttons and menus.

You can also add these toolbars to the taskbar.



*Sample toolbar locations*

The elements you can add to the top of the window are:

<i>Toolbar element</i>	<i>Description</i>
Address Bar	<p>Opens Web pages, programs, folders or documents. By default, the address bar shows your current location, and whether it is a folder or a Web page. You can browse to another location by typing an address — a URL, a path, or even a program name.</p> <p>If you start typing a previously typed address, the AutoComplete feature finishes the address for you.</p>
Standard buttons	<p>Displays buttons for commonly used commands, such as copying, pasting, deleting items, changing views, and browsing backward and forward.</p>
Links	<p>Goes to featured pages, such as the Best of the Web site. You can create your own custom links.</p>
Quick Launch	<p>Opens your browser or email program or allows you to view channels or instantly bring your desktop to the front.</p> <p>To add a new toolbar button, drag the program icon to the Quick Launch tray.</p>

## Displaying a toolbar in a window

- 1 On the desktop, double-click **My Computer**.

The My Computer window appears.

- 2 On the **View** menu, point to **Toolbars**, then click the name of the toolbar you want to display.

The toolbar appears below the menu bar of the current window.



## Using your computer at the office

By connecting an external monitor, external full-size keyboard, and a mouse, you can work with your notebook as if it were a standard office computer.

An external monitor connects to the monitor port.

An external PS/2-compatible keyboard or a PS/2 mouse connects to the PS/2 port. You can purchase an optional “Y” cable that allows you to connect a PS/2 mouse and a PS/2 keyboard simultaneously.

Alternatively, you can connect a USB mouse and a USB keyboard to the two USB ports.

## Exchanging data with another computer

To transfer a large amount of information between computers, you can use the Windows Millennium Edition Briefcase, or a specialized synchronization program and the computer’s parallel port.

### Transferring files

To transfer files through the parallel port, you need an optional LapLink®-compatible parallel cable.

- 1 Connect the cable.
- 2 Load the transfer program on both computers.
- 3 Set any specific options.
- 4 Start the transfer.
- 5 When you have finished transferring files, close the programs on both computers.

## Getting help transferring files

- 1 Click **Start**, then **Help**.
- 2 Choose the **Index** tab.
- 3 In the dialog box, type direct cable connection.
- 4 Follow the online guide instructions.

## Sending a fax

Faxing a document is almost as simple as printing it.

- 1 On the desktop, double-click the **RingCentral** icon.

If the icon is not on the desktop, click **Start**, then **Programs**.  
Go to the RingCentral® folder and click **RingCentral**.

The RingCentral Setup Wizard appears.

- 2 Select **Next** and follow the instructions on the screen.

## An overview of using the Internet

The following sections give a quick introduction to the Internet and some of its exciting features, under these headings:

- ❖ The Internet
- ❖ The World Wide Web
- ❖ Internet Service Providers
- ❖ Connecting to the Internet
- ❖ Surfing the Internet
- ❖ Internet features
- ❖ Uploading and downloading files from the Internet

For more information about the Internet, see [Lesson 3: Learning about the Internet on page 136](#).

## The Internet

The Internet is an association of thousands of networks and millions of computers around the world connected by communications lines. They all work together to share information.

## The World Wide Web

The World Wide Web (or “Web”) is a subset of the Internet — a collection of interlinked documents (located on computers connected to the Internet) that work together using a specific Internet protocol called Hypertext Transfer Protocol (HTTP).

The World Wide Web offers information as text, images, audio, or video to be referenced from anywhere in the world. Special programs called Web browsers are specifically designed to work with HTTP. They make it easier to connect to a particular network address and send and receive information.

## Internet Service Providers

To connect a computer directly to the Internet, many people and businesses use an Internet Service Provider (ISP). An ISP is a company that has the equipment and the telecommunication lines necessary to maintain an Internet connection.

You can connect to the Internet by using a telephone and modem or through other higher-speed communication methods such as Digital Subscriber Lines (DSL), cable, and satellite links.

## Connecting to the Internet

To connect to the Internet, you need:

- ❖ A modem
- ❖ A Web browser
- ❖ A telephone line

❖ An Internet Service Provider (ISP) account

Internet Explorer, Microsoft's Web browser, is automatically configured on your system so that when you first start it, it guides you through signing up for a new ISP account with AT&T WorldNet Service, or assists you in setting up your computer to work with your existing ISP. If you choose to sign up for Internet access with AT&T WorldNet, you will not be charged for the call.

Once you have established an ISP account, you can connect to the Internet.

**1** Connect your computer's modem to a telephone line.

For more information on connecting a modem, see [Setting up for communications on page 100](#).

**2** Start your Web browser. Have your modem dial the ISP's telephone number, and establish a connection with the ISP's computer.

Toshiba and Yahoo! have joined together to offer you a free account on Yahoo!. In order to sign up for Yahoo!, you must have an Internet access account.

If you are using your computer at the office, then you probably connect to the Internet through your company's network. See your network administrator about connecting to the Internet.

## Surfing the Internet

Once connected to the Internet, the Web browser displays a home page, for example, your ISP's home page on the Internet or your company's Web site home page.

To visit a desired Web site, type in the Web address. The Web address, or Uniform Resource Locator (URL), is a unique identifier for that computer system linked to the Internet. Web addresses can also appear within a Web page's text, and are known as links. Clicking a link automatically transfers your Web browser to that site.

You can also use a Search Engine, a Web site specifically designed to help you look for information.

## Internet features

The Internet offers many types of communication tools to help you perform many tasks.

### ❖ Internet email

To send and receive email of your own, you need a mailbox on the Web, or an email address.

If you have an account with an ISP, you can probably set up an email address at the same time as you sign up for the service.

### ❖ Internet chat rooms

A chat room is a Web site that offers a place where people with similar interests and ideas can communicate in real-time, one-on-one or in groups, by typing messages which are instantly viewed by others on their computer screens.

### ❖ Internet news groups

A newsgroup is similar to a chat room, but instead of using a dedicated site to converse about a specialized subject with others in real-time, it uses a Web site as a clearinghouse where all the messages are placed, like a gigantic bulletin board.

### ❖ Online shopping

Many Web sites offer products and services for sale.

## Uploading and downloading files from the Internet

Transferring files from one computer to another is termed uploading (transferring data from your computer to a site on the Web), or downloading (transferring data from a site on the Web to your computer).

There are several ways to upload or download data. It can be as simple as attaching a file or document to an email, or you can use the File Transfer Protocol (FTP) features of your Web browser to transfer large amounts of data.

## Toshiba's online resources

Toshiba maintains a number of online sites to which you can connect. These sites can provide information about Toshiba products, give help with technical questions, and keep you up to date with future upgrades. For more information, see [Contacting Toshiba on page 213](#).

## Exploring audio features

You can use your computer to record sounds using an external microphone. You can play .wav sound files or audio CDs using the built-in speakers, headphones or external speakers.

### Recording sounds

You can make audio recordings and save them as .wav files by connecting an external microphone or other sound source to the microphone jack and using Windows' Sound Recorder.



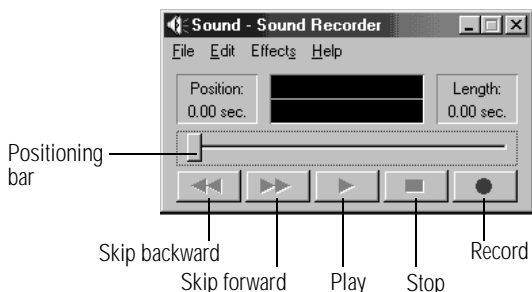
*DEFINITION: A .wav (pronounced "wave") file is the format for storing sound in files in Windows.*

---

### Using a microphone



- 1 Connect an external microphone to the computer.
- 2 Click **Start**, point to **Programs, Accessories, Entertainment**, then click **Sound Recorder**.



### *Sound Recorder window*



- 3 Click the **Record** button and speak normally into the microphone.

The maximum recording time is 60 seconds.



- 4 When you have finished recording, click the **Stop** button.



- 5 To hear what you just recorded, click the **Play** button.

- 6 To save the file, select **Save** from the File menu.

### **Adjusting recording quality**

The better the quality of the recording, the more disk space the sound file requires. Experiment to find a balance that fits your needs.

- 1 Open Sound Recorder, if necessary. (Click **Start**, point to **Programs**, **Accessories**, **Entertainment**, then click **Sound Recorder**.)
- 2 In the Sound Recorder window, click **Edit**, then click **Audio Properties**.
- 3 In the Audio Properties dialog box, adjust the Recording Volume, Preferred device, and Preferred quality.
- 4 Click **OK**.

Your new settings take effect the next time you record.

## Using external speakers or headphones

Your computer is equipped with a full stereo sound system with internal speakers. Instead of using the internal speakers, you can connect headphones or a pair of external stereo speakers.



*TECHNICAL NOTE: Use amplified speakers that require an external power source. Other types of speakers will be inadequate to produce sound from the computer.*

To play back sound files through external speakers or headphones:



- 1 Locate the headphone jack on the computer.
- 2 Using any necessary adapters, plug the cable from the headphones or external speakers into the headphone jack.

The headphone jack requires a 16-ohm stereo mini-jack.

To adjust the volume:

- ❖ For external speakers, use the volume controls on each speaker.
- ❖ For headphones, use the speaker volume control button.



## Using PC Cards

PC Cards expand your computer's capabilities and usefulness. You can purchase additional PC Cards from your dealer. Most PC Cards conform to the PCMCIA (Personal Computer Memory Card International Association) standard.

Your notebook computer comes with two stacked PC Card slots and supports three types of PC Cards:

- ❖ Type I cards and Type II cards are typically used for memory storage, network cards, etc. You can install up to two of these cards, one in each slot.



- ❖ Type III cards are used for removable hard disks and other functions that require a larger card. You can install just one of these cards.

Check the documentation that came with the PC Card to see if it conforms to the PCMCIA 2.1 standard, or later. Other cards may work with your computer, but are likely to be much more difficult to set up and use.

## PC Card supporting software

PC Cards require Card and Socket Services software — a set of programs that acts as a translator between the PC Card and the computer, and that makes hot swapping (switching cards while the computer is on) possible.

Windows Millennium Edition provides the Card and Socket Services for your PC Card. Even if your PC Card comes with its own version of Card and Socket Services, you should use the files included in Windows Millennium Edition.

## Inserting PC Cards



*TECHNICAL NOTE: Some PC Cards don't support hot swapping. Refer to your PC Card's manual for verification.*

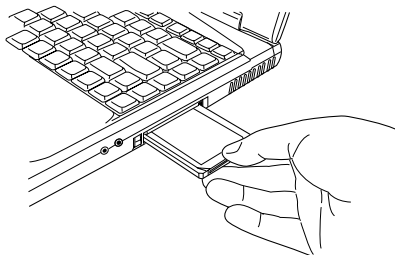
- 1 If your PC Card does not support hot swapping, save your data and turn off the computer before inserting the PC Card. For more information, see [Hot swapping on page 179](#).
- 2 Hold the PC Card with the arrow side up and the connector side toward the slot.

- 3 Align the card connectors with an available PC Card slot and carefully slide the card into the slot until it locks into place.

There are two eject buttons, one per slot. When the PC card is seated, the eject button for that slot pops out.



*NOTE: If you have a Type III card, insert the connector into the lower slot. If you have a Type I or Type II card, you can insert it into either the upper or the lower slot.*



*Inserting a PC Card into a PC Card slot*



*CAUTION: To avoid damaging the computer or the PC Card, don't force the card into the slot.*

- 4 Press the eject button to put it in its retracted position.

## Removing PC Cards

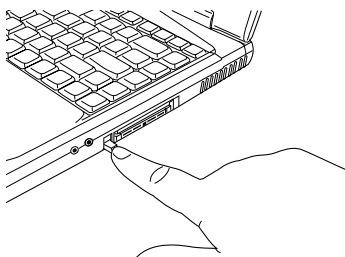


*CAUTION: If your PC Card supports hot swapping, you can remove it at any time. However, to avoid data loss, never remove a card while it is in use. For more information, see [Hot swapping on page 179](#).*

- 1 Click the **PC Card** button on the taskbar.
- 2 Click **Stop xxxx** where xxxx is the identifier for your PC Card.

Windows Millennium Edition advises you that you may safely remove the card.

- 3 To remove the PC Card, press the respective eject button once.  
The eject button pops out.
- 4 Press the eject button again to release the PC Card.



### *Ejecting a PC Card*

The upper button will eject a Type I or Type II PC Card from the upper slot. The lower button will eject a Type I, Type II, or Type III card from the lower slot.

- 5 Remove the PC Card and store it properly.

## Hot swapping

With PC Cards, you can replace one PC Card with another while the computer is on. This is called “hot swapping.”

## Hot swapping precautions

Although you can insert a PC Card at any time, to avoid data loss never remove a card while it is in use. Before removing a PC Card, stop it by clicking the PC Card (PCMCIA) icon on the taskbar. After the PC Card has stopped, you can safely remove it.

- ❖ Never remove a hard disk card while the system is accessing it.
- ❖ Never remove a network card while you are connected to a network.
- ❖ Never remove a SCSI card while any of the SCSI devices connected to it is operating.



*DEFINITION: SCSI is an acronym for Small Computer Systems Interface. A single SCSI PC Card enables you to connect several SCSI devices, such as a scanner or digital camera to your computer.*

---

## Emulating a full-size keyboard

Although the computer's keyboard layout is compatible with a standard full-size keyboard, it has fewer keys.

Pressing the Fn key simultaneously in combination with one of the specially marked keys allows you to emulate a full-size keyboard.

See [Using the keyboard on page 62](#) for more information.

# Chapter 7

## If Something Goes Wrong

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Some problems you may encounter when using your notebook computer are relatively easy to identify and solve. Others may require help from your dealer or the manufacturer of a software program.

This chapter aims to help you solve many problems yourself without needing additional assistance. It covers the problems you are most likely to encounter.

If all else fails, contact Toshiba. You will find information on Toshiba's support services at the end of this chapter.

### Problems that are easy to fix

#### **Your program stops responding.**

If you are working with a program that suddenly freezes all operations, chances are the program has stopped responding. You can exit the failed program without shutting down Windows Millennium Edition or closing other programs.

To close a program that has stopped responding:

- 1 Press Ctrl, Alt, and Del simultaneously (once).

Windows Millennium Edition displays the Close Program dialog box. This box lists all the programs and processes currently in operation. If a program has stopped responding, the words “not responding” appear beside its name in the list.

- 2 Select the program you want to close, then click **End Task**.

Closing the failed program should allow you to continue working. If it does not, continue with step 3.

- 3 Close the remaining programs one by one by selecting the program name and clicking **End Task**.

- 4 Click **Shut down**.

Windows Millennium Edition displays the Shut down Windows dialog box.

- 5 Select **Restart**, then click **Yes**.

Your computer shuts down and restarts Windows Millennium Edition, thus restoring operations.



*CAUTION: Pressing Ctrl, Alt, and Del simultaneously twice to restart your computer is not recommended. By closing all open programs prior to shutting down Windows Millennium Edition you ensure that all data is saved.*

---

### Your program performs an illegal operation.

If you receive the message, “Your program has performed an illegal operation,” you should record the details of the message and consult the software manufacturer.

To record the details:

- 1 Click the **Details** button and select the text Windows Millennium Edition displays.  
  
The Details button displays information that the software manufacturer needs to help you solve your problem.
- 2 Press Ctrl and c simultaneously to copy the text to the clipboard.
- 3 Open Notepad (click **Start**, point to **Programs**, then point to **Accessories** and click **Notepad**).
- 4 Press Ctrl and v simultaneously to paste the details into Notepad.
- 5 Add a paragraph break and type some notes describing what you were doing when you received the message.
- 6 Save the file and refer to it when you contact the software manufacturer.

### **You open a program that immediately stops responding.**

If Standby mode is on (enabled), it may stop a program from responding. Close the program you are trying to open and turn off Standby mode. Then, try to run the program again.

To close the program:

- 1 Press Ctrl, Alt, and Del simultaneously.  
  
The Close Program dialog box displays all the programs and processes currently in operation. If the program has stopped responding, the words “not responding” appear beside it.
- 2 Click **End Task**.
- 3 When the dialog box appears, click **End Task** again.

To turn off Standby mode:

- 1** Open the **Start** menu, point to **Settings**, then click **Control Panel**.
- 2** In the Control Panel window, double-click the **Power Options** icon. If the Power Options icon is not present, click **View all control panel options** on the left side of the panel.  
The Power Options Properties dialog box appears.
- 3** In both **System stand by** boxes, select **Never**.
- 4** Click **Apply**, then click **OK**.

## Problems when you turn on the computer

These problems may occur when you turn on the power.

### **The computer will not start.**

Make sure you attached the AC adapter and power cable properly or installed a charged battery.

Press and release the power button.

### **The computer is not accessing the hard disk or the diskette drive.**

Your computer normally loads Windows from the hard disk. If you have a hard disk problem, you will not be able to start the computer. Insert a system diskette into the diskette drive, then press the power button.

### **The computer displays the Non-system disk or disk error message.**

Make sure there is no diskette in the diskette drive. If there is one, remove it and press any key to continue.

If pressing any key does not work, press the Ctrl, Alt, and Del keys to shut down the computer, then try restarting it.



## Windows Millennium Edition is not working

Once you are familiar with the desktop and used to the way Windows Millennium Edition responds to your work routine, you can easily detect if Windows Millennium Edition is not working correctly. For example:

- ❖ Windows Millennium Edition fails to start after the Starting Windows message appears.
- ❖ Windows Millennium Edition takes a long time to start.
- ❖ Windows Millennium Edition responds differently from the normal routine.
- ❖ The screen does not look right.

Unless a hardware device has failed, problems usually occur when you change the system in some way such as installing a new program or adding a device.

If you experience any of these problems, use the options in the Windows Millennium Edition Startup menu to fix the problem.

### Using startup options to fix problems

If Windows Millennium Edition fails to start properly, you may have to change your system's configuration or verify the startup procedure to fix the problem. To do this, use the options in the Windows Millennium Edition Startup menu. This section describes each option and when to use the procedure.

To open the Startup menu:

- 1 Restart your computer.
- 2 Press F8 when your computer starts.

The Startup menu displays these options:

- ❖ Normal
- ❖ Logged (Bootlog.txt)

- ❖ Safe mode
  - ❖ Step-by-step confirmation
- 



*TECHNICAL NOTE: If your computer is connected to a network, the Startup menu may display different versions of Safe mode.*

---

### Normal

Selecting Normal starts Windows Millennium Edition under normal conditions. Start the computer in Normal mode when there are no apparent problems with the system.

### Logged (Bootlog.txt)

Selecting Logged starts Windows Millennium Edition under normal conditions and creates a hidden startup log file named C:\Bootlog.txt. This file records every step of the system's startup process.

You or a qualified Windows Millennium Edition expert can use this log file to check the loading and initializing of device drivers.

---



*DEFINITION: A device driver is a file that contains information to help the computer's BIOS (Basic Input/Output System) control the operation of devices connected to the system.*

---

### Safe mode

Selecting Safe mode bypasses basic startup files and starts Windows Millennium Edition, enabling only the mouse, keyboard, and standard VGA display drivers.

Running Safe mode allows you to undo any changes you made to the system configuration that may have caused Windows Millennium Edition or a device to fail. For example, if you choose a resolution that is not supported by the display, the operating system will be unable to start correctly. Safe mode bypasses the setting and allows you to change the resolution to one supported by the display. Once you have done this, Windows Millennium Edition will start correctly.

Other problems may involve a device driver. See [Windows Millennium Edition can help you on page 189](#) to fix the problem.



*TECHNICAL NOTE: Windows Millennium Edition automatically starts in Safe mode if it detects that system startup failed or the Registry (the file that defines how Windows Millennium Edition is set up) is corrupted.*

## Step-by-step confirmation

When you turn on your computer, Windows Millennium Edition processes the startup files. With Step-by-step confirmation, the system asks you to confirm each line of the startup process once it appears.

Use this option:

- ❖ When the startup process fails while loading the startup files
- ❖ To verify all drivers are being loaded
- ❖ To temporarily disable one or more specific driver(s)
- ❖ To check for errors in the startup files

Windows Millennium Edition uses a file called `Io.sys`, which contains all the information needed to start the computer. Although your computer does not need the `Config.sys` and `Autoexec.bat` files to start, it does process these files to support backward compatibility with some programs and device drivers. The same holds true for the `System.ini` and `Win.ini` files.



*TECHNICAL NOTE: Programs and devices that are backward compatible are designed to work with older operating systems and other programs. For example, many features of Windows Millennium Edition are backward compatible with earlier versions of Windows. This lets you use older programs with Windows Millennium Edition.*

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Most of the information contained in these files is now stored in the Windows Millennium Edition Registry. However, they are still processed during system startup. `Bootlog.txt` file contains a record of all the components and drivers loaded during startup and the status of each. When you select Step-by-step confirmation, you can view all these files one line at a time to help diagnose the cause of a problem.

## Internet problems

### **My Internet connection is very slow.**

Many factors contribute to the speed with which you can surf the Internet. They include: modem speed, time of day (when everyone else is surfing, your access can be slow) and popularity of the site. If accessing a particular site is very slow, try again later.

## **My browser can't find the URL address I typed in.**

Make sure you separated the domain names of the address with the forward slash (/). Check the spelling of each name and the syntax of the address carefully. A single incorrect letter, missed period ("dot") or other mistake makes it impossible for your browser to locate the site.

## **My browser can't find a site I bookmarked.**

The World Wide Web is constantly changing. A site you bookmarked yesterday may not be available today or its server may be down for temporary repair. Try again later.

## **Windows Millennium Edition can help you**

If Windows Millennium Edition has started properly, but you still have a problem using your computer, the online Help can assist you in troubleshooting the problem.

To access Windows Millennium Edition Help:

- 1** Click the **Start** button and click **Help**.
- 2** Click the **Home** tab and double-click **Troubleshooting**.
- 3** Double-click a problem you would like help with, and follow the steps on the screen.

## **Troubleshooters**

Windows Millennium Edition includes a wide range of helpful troubleshooters that can assist you with many common computer problems. For instance, if you are having difficulty setting up a new printer, the Print troubleshooter can walk you through the setup process step by step. Troubleshooters are available through Windows Help, and they are constantly updated and supplemented on the Microsoft Support Online Web site.

You can connect to Support Online by clicking **Search Online Support** in Windows Help or by connecting to:  
<http://support.microsoft.com>

## Resolving a hardware conflict

If you receive an error message telling you there is a device driver conflict or a general hardware problem, try using Windows Millennium Edition Help to troubleshoot the problem first.

To access Help on hardware conflicts:

- 1 From the Windows **Help** menu, click **Troubleshooting**.
- 2 Click **Hardware and system device problems** and follow the steps.

If there is still a problem, Windows Millennium Edition should display a message that explains what the conflict is. If this happens, you may need to solve the problem on your own.

## A plan of action

The smooth operation of the system depends on the interaction of all devices, programs, and features. If the system or one of its attached devices isn't working, resolving the problem can be time-consuming and frustrating.

The recommended procedure for getting multiple devices to work together is to add and set up one device at a time. After you add each device, test it to make sure it and all previously connected devices work.

The device most recently connected to the system is the one most likely to be causing a hardware conflict.

## Resolving hardware conflicts on your own

Computer components need resources to accomplish a task. A device, such as a CD-ROM drive or a modem, needs a channel to the computer's Central Processing Unit (CPU). It also needs a direct channel to the computer's memory to store information as it works. These channels of communication are commonly referred to as system resources.

### Interrupt Request Channel

The channel to the CPU is called an Interrupt Request (IRQ) because it interrupts what the processor is doing and requests some of the processor's time. If two or more devices use the same IRQ, the processor does not know which device is asking for attention. This causes a hardware conflict.

### Direct Memory Access

Similarly, the data required by the device is stored in a specific place or address in memory called the Direct Memory Access (DMA). The DMA provides a dedicated channel for adapter cards to bypass the microprocessor and access memory directly. If two or more devices use the same DMA, the data required by one device overwrites the data required by the other, causing a hardware conflict.

## Plug and Play

With Plug and Play and Windows Millennium Edition, avoiding hardware conflicts is easy. Plug and Play is a computer standard that helps the system BIOS (basic input/output system) and the operating system to automatically assign system resources to Plug and Play-compliant devices. In theory, if every device connected to the computer is Plug and Play-compliant, no two devices will compete for the same system resources. You just plug in the device and turn on your computer. Windows Millennium Edition automatically sets up your system to accommodate the new device.

However, if you install an older (legacy) device that Windows Millennium Edition cannot recognize, the operating system may have difficulty assigning system resources to it. As a result, a hardware conflict can occur. To see what resources Windows Millennium Edition has assigned to the device, see [Checking device properties on page 193](#).

## Resolving conflicts

There are three things you can do to resolve hardware conflicts.

- ❖ Disable the device.

For an older device, remove it from the computer. For a Plug and Play device, see [Fixing a problem with Device Manager on page 193](#).

- ❖ Disable another system component and use its resources for the new device. See [Fixing a problem with Device Manager on page 193](#).
- ❖ Reconfigure the device so that its requirements do not conflict. Refer to the device's documentation for instructions about changing settings on the device.



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## Fixing a problem with Device Manager

Device Manager provides a way to check and change the configuration of a device.



*CAUTION: Changing the default settings using Device Manager can cause other conflicts that make one or more devices unusable. Device Manager is a configuration tool for advanced users who understand configuration parameters and the ramifications of changing them.*

---

## Disabling a device in Windows Millennium Edition

- 1 Click the **My Computer** icon with the secondary button, then click **Properties**.

The System Properties dialog box appears.

- 2 Click the **Device Manager** tab.
- 3 Select the device and click **Properties**.

A dialog box displays the device's properties.

- 4 In the General section of the dialog box, check the box next to **Disable in this hardware profile**.
- 5 Click **OK**.

## Checking device properties

Device Manager provides a way to view the properties of a device. Properties include the name of the manufacturer, the type of device, the drivers installed, and the system resources assigned to the device.

To check a device's properties:

- 1** Click the **My Computer** icon with the secondary button, then click **Properties** to display the System Properties window.
- 2** Click the **Device Manager** tab.
- 3** To view the device(s) installed, double-click the device type.
- 4** To view the properties, double-click the device.

Windows Millennium Edition displays the Device Properties dialog box, which provides various tabs from which to choose. Some of the common ones are:

- ❖ The **General** tab, which provides basic information about the device.
- ❖ The **Resources** tab, which lists the resources assigned to the device. If you have a device conflict, it is shown in the Conflicting device list.
- ❖ The **Drivers** tab, which displays the drivers being used by the device.

For more information about Device Manager, refer to Windows Millennium Edition online help.

## Memory card problems

Incorrectly connected or faulty memory cards may cause errors that seem to be device-related. So it is worthwhile checking for these first:

- 1** Click **Start**, then click **Shut down**.
- 2** Select **Shut down**, then click **OK**.

Windows Millennium Edition shuts down and turns off the computer automatically.

- 3** Remove the memory card.

- 4 Reinstall the memory card, following the instructions in [Installing additional memory \(optional\) on page 42](#), and making sure it is seated properly.
- 5 Check for the error again.
- 6 If the error recurs, remove the memory card entirely and check for the error again.

If removing the memory card eliminates the error, the memory card may be faulty. If the error recurs without the memory card installed, the error is not caused by the memory card.

## Power problems

Your computer receives its power through the AC adapter and power cable or from the system batteries (main battery and real-time clock (RTC) battery). Power problems are interrelated. For example, a faulty AC adapter or power cable will neither power the computer nor recharge the batteries.

Here are some typical problems and how to solve them:

### **The AC power light does not come on when you plug in the AC adapter and power cable.**

Make sure the AC adapter and power cable are firmly plugged into both the wall outlet and the computer.

If the AC power light still does not come on, check that the wall outlet is working properly by plugging in a lamp or other appliance.

### **The AC adapter and power cable work correctly, but the battery will not charge.**

The battery doesn't charge while the computer is consuming full power. Try turning off the computer.

The main battery may not be inserted correctly in the computer. Turn off the computer, remove the battery, clean the contacts with a soft dry cloth (if necessary) and replace the battery.

The battery may be too hot or too cold to charge properly. Its temperature needs to be in the range 50 degrees to 88 degrees Fahrenheit (10 degrees to 30 degrees Celsius). If you think this is the probable cause, let the battery reach room temperature and try again.

If the battery has completely discharged, it will not begin charging immediately. Leave the AC adapter and power cable connected, wait 20 minutes and see whether the battery is charging.

If the battery light is glowing after 20 minutes, let the computer continue charging the battery for at least another 20 minutes before you turn on the computer.

If the battery light does not glow after 20 minutes, the battery may have reached the end of its useful life. Try replacing it.

### **The battery appears not to power the computer for as long as it usually does.**

Check the power options using the Windows Millennium Edition Power Options utility. Have you added a device, such as a PC Card or memory module, that takes its power from the battery? Is your software using the hard disk more? Is the display power set to turn off automatically? Was the battery fully charged to begin with? All these conditions affect how long the charge lasts.

For more information on maximizing battery power, see [Maximizing battery life on page 114](#).

## Keyboard problems

If, when you type, strange things happen or nothing happens, the problem may be related to the keyboard itself.

### **The keyboard produces unexpected characters.**

A keypad overlay may be on. If the numeric keypad or cursor control light is on, press Fn and F10 simultaneously to turn off the cursor control light or press Fn and F11 simultaneously to turn off the numeric keypad light.

If the problem occurs when both the keypad overlays are off, make sure the software you are using is not remapping the keyboard. Refer to the software's documentation and check that the program does not assign different meanings to any of the keys.

### **You have connected an external keyboard and Windows Millennium Edition displays one or more keyboard error messages.**

If you have a second keyboard, try it. If it works, the first keyboard may be defective or incompatible with your computer.

### **Nothing happens when you press the keys on the external keyboard.**

You may have plugged the external PS/2 keyboard in while the computer was turned on. Using the AccuPoint II pointing device, click **Start**, then click **Shut down**. In the Shut down Windows Millennium Edition dialog box, select **Restart** and click **OK**. The computer will restart and recognize the device.

### **The keyboard locks and the computer will not restart.**

Make sure the power is on and press the Shutdown button. Then press the power button again to turn on the computer.

## AccuPoint II problems

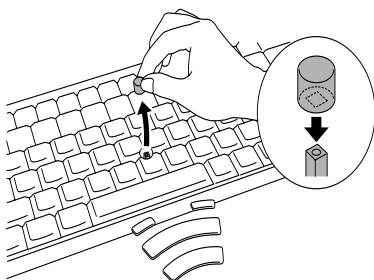
Some of the keyboard problems already listed may affect the AccuPoint II. In addition:

### **Your finger slides off the AccuPoint II easily.**

If the AccuPoint II cap is oily, remove the cap and clean it with a cotton swab dipped in rubbing alcohol.

To remove the cap:

- 1** Firmly grasp the cap and pull it straight up.



#### *Removing the AccuPoint II cap*

- 2** After cleaning the cap, position it on the peg and press it into place.



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*NOTE: The peg is square, so be careful to align the cap's hole with the peg.*

---

## Display problems

Here are some typical display problems and their solutions:

### **The display is blank.**

Display Auto Off may have gone into effect. Press any key to activate the screen.

You may have activated the instant password feature by pressing Fn and F1 simultaneously. If you have registered a password, press Enter, type your password, then press Enter. If no password is registered, press Enter. The screen reactivates and allows you to continue working.

If you are using the built-in screen, make sure the display priority is not set for an external monitor. To do this, press Fn and F5 simultaneously (once). If this does not correct the problem, press Fn and F5 simultaneously again to return the display priority to its previous setting.

If you are using an external monitor:

- ❖ Check that the monitor is turned on.
- ❖ Check that the monitor's power cable is firmly plugged into a working power outlet.
- ❖ Check that the cable connecting the external monitor to the computer is firmly attached.
- ❖ Try adjusting the contrast and brightness controls on the external monitor.
- ❖ Press Fn and F5 simultaneously to make sure the display priority is not set for the built-in screen.

**The screen does not look right.**

You can change the display settings by clicking a blank area of the desktop with the AccuPoint II secondary button, then clicking Properties. This opens the Display Properties dialog box. The Appearance tab of this dialog box allows you to choose the colors for the screen. The Settings tab allows you to choose the screen resolution.

**The built-in screen flickers.**

Some flickering is a normal result of the way the screen produces colors. To reduce the amount of flickering, try using fewer colors. To change the number of colors displayed:

- 1** Point at the desktop and click with the secondary button.
- 2** Click **Properties**, and then **Settings**.
- 3** Change the Colors option and click **OK**.

For more information, see Windows Help.

**A message indicates a problem with your display settings and that the adapter type is incorrect or the current settings do not work with your hardware.**

Reduce the size of the color palette to one that is supported by the computer's internal display. To change the display properties:

- 1** Point at the desktop and click with the secondary button.
- 2** Click **Properties**, and then **Settings**.
- 3** Change a setting and click **OK**.

For more information, see Windows Help.



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**The display mode is set to Simultaneous and the external display device does not work.**

Make sure the external monitor is capable of displaying at resolutions of 800 x 600 or higher.

## Disk drive problems

Problems with the hard disk or with a diskette drive usually show up as an inability to access the disk or as sector errors. Sometimes a disk problem may cause one or more files to appear to have garbage in them. Typical disk problems are:

**You are having trouble accessing a disk, or one or more files appear to be missing.**

Make sure you are identifying the drive by its correct name (A: or C:).

Run ScanDisk, which analyzes the directories, files and File Allocation Table (FAT) on the disk and repairs any damage it finds:

To run ScanDisk:

- 1 Click **Start**, point to **Programs, Accessories, System Tools** and click **ScanDisk**.

- 2 Click the drive you want to test.

- 3 Select the type of test you want to use.

A thorough test is more complete but takes much more time than a standard test.

- 4 Click **Start**.

ScanDisk tests the disk.

**Your hard disk seems very slow.**

If you have been using your computer for some time, your files may have become fragmented. Run Disk Defragmenter. To do this, click **Start**, point to **Programs, Accessories, System Tools**, and click **Disk Defragmenter**.

**Your data files are damaged or corrupted.**

Refer to your software documentation for file recovery procedures. Many software packages automatically create backup files.

You may also be able to recover lost data using utility software, which is available from your dealer.

**Some programs run correctly but others do not.**

This may be a software configuration problem. If a program does not run properly, review the program's hardware configuration requirements. Most software documentation lists the minimum hardware requirements.

**A diskette will not go into the diskette drive.**

You may already have a diskette in the drive. Make sure the drive is empty.

You may be inserting the diskette incorrectly. Hold the diskette with the hub side facing down, and insert it so that the metal head window cover goes into the drive first.

The metal cover or a loose label may be obstructing the path into the drive. Carefully inspect the diskette. If the metal cover is loose, replace the diskette. If the label is loose, replace the label and try inserting the diskette again.

---

**The computer displays the** Non-system disk or disk error **message.**

If you are starting the computer from the hard disk, make sure there is no diskette in the diskette drive.

If you are starting the computer from a diskette, the diskette in the drive does not have the files necessary to start the computer. Replace it with a bootable diskette.

**The drive can't read a diskette.**

Try another diskette. If you can access the second diskette, the first diskette (not the drive) is probably causing the problem. Run ScanDisk on the faulty diskette (for instructions, see [Disk drive problems on page 201](#)).

## CD-ROM/DVD-ROM drive problems

**You cannot access a disc in the drive.**

Make sure the drive tray has closed properly. Press gently until it clicks into place.

Open the drive tray and remove the disc. Make sure the drive tray is clean. Any dirt or foreign object can interfere with the laser beam.

Examine the disc to see whether it is dirty. If necessary, wipe it with a clean cloth dipped in water or a neutral cleaner.

Replace the disc in the tray. Make sure it is lying flat, label side uppermost. Press the disc down until it locks on the spindle. Close the drive tray carefully, making sure it has shut completely.

**You press the disc eject button, but the drive tray does not slide out.**

Make sure the computer is connected to a power source and turned on. The CD-ROM/DVD-ROM drive eject mechanism requires power to operate.

To remove a disc without turning on the computer, use a narrow object, such as a straightened paper clip, to press the manual eject button. This button is in the small hole next to the disc eject button on the right side of the computer.

**Some discs run correctly, but others do not.**

If the problem is with an application CD-ROM, refer to the software's documentation and check that the hardware configuration meets the program's needs.

The color of the materials used to make the disc can affect its reliability. Silver-colored CD-ROMs are the most reliable, followed by gold-colored CD-ROM. Green-colored CD-ROMs are the least reliable.

## Sound system problems

**You do not hear any sound from the computer.**

Adjust the volume control.

If you are using an external headphone or speakers, check that they are securely connected to your computer.

Check to ensure that the sound function is enabled.

## PC Card problems

PC Cards (PCMCIA-compatible) include many types of devices, such as a removable hard disk, additional memory, or pager.

Most PC Card problems occur during installation and setup of new cards. If you're having trouble getting one or more of these devices to work together, several sections in this chapter may apply.

Resource conflicts can cause problems when using PC Cards. See [Resolving a hardware conflict on page 190](#).

## Card Information Structure

When you insert a PC Card into a slot, the computer attempts to determine the type of card and resources it requires by reading its Card Information Structure (CIS). Sometimes the CIS contains enough information for you to use the card immediately.

Other cards must be set up before you can use them. Use the Windows Millennium Edition PC Card (PCMCIA) Wizard to set up the card. Refer to your Microsoft documentation for more information, or refer to the documentation that came with the PC Card.

Some card manufacturers use special software called *enablers* to support their cards. Enablers result in nonstandard configurations that can cause problems when installing the PC Card.

If the operating system does not have built-in drivers for your PC Card and the card did not come with a Windows Millennium Edition driver, it may not work under Windows Millennium Edition. Contact the manufacturer of the PC Card for information about using the card under Windows Millennium Edition.

## PC Card checklist

- ❖ Make sure the card is inserted properly into the slot.  
See [Using PC Cards on page 176](#) for how to insert PC Cards.
- ❖ Make sure all cables are securely connected.
- ❖ Make sure the computer is loading only one version of Card and Socket Services.
- ❖ Occasionally a defective PC Card slips through quality control. If another PCMCIA-equipped computer is available, try the card in that machine. If the card malfunctions again, it may be defective.

## Resolving PC Card problems

Here are some common problems and their solutions:

### **PC Cards that used to work no longer work.**

Check the PC Card status:

- 1 Click the **My Computer** icon with the secondary button, then click **Properties**.

The System Properties dialog box appears.

- 2 Click the **Device Manager** tab.

- 3 Double-click the device listed as your PC Card.

Windows Millennium Edition displays your PC Card's Properties dialog box, which contains information about your PC Card configuration and status.

### **The computer stops working (hangs) when you insert a PC Card.**

The problem may be caused by an I/O (input/output) conflict between the PCMCIA socket and another device in the system. Use Device Manager to make sure each device has its own I/O base address. See [Fixing a problem with Device Manager on page 193](#) for more information.

Since all PC Cards share the same socket, each card is not required to have its own address.

### **Hot swapping (removing one PC Card and inserting another without turning the computer off) fails.**

Follow this procedure before you remove a PC Card:

- 1 Click the **PC Card** icon on the taskbar.

- 2 Click **Stop xxxx**, where xxxx is the identifier for your PC Card.

Windows Millennium Edition displays a message that you may safely remove the card.

- 3 Remove the card from the slot.

### **The system does not recognize your PC Card or PCMCIA socket controller.**

This problem may be caused by a low battery. Replace the battery with a fully-charged one or charge the battery fully as follows:

- 1 Make sure the computer is not in Standby mode. For more information, see [Using Standby on page 108](#).
- 2 Turn off the computer.
- 3 Connect the AC adapter and power cable.
- 4 Keep the computer plugged in for two to three hours with the power turned off.

If power is not the problem, try removing the card, and reinstalling it using the procedure in [Using PC Cards on page 176](#).

The problem may also be caused by a conflict with any additional memory in your system. If you recently installed a memory expansion card, turn off the computer, remove the memory card, turn on the computer and try the PC Card again.

### **A PC Card error occurs.**

Reinsert the card to make sure it is properly connected.

If the card is attached to an external device, check that the connection is secure.

Refer to the card's documentation, which should contain a troubleshooting section.

## Printer problems

This section lists some of the most common printer problems.

### **The printer will not print.**

Check that the printer is connected to a working power outlet, turned on and ready (on line).

Make sure the printer cable is firmly attached to the computer and the printer.

If your printer is ECP- or IEEE 1284-compliant, make sure you have an IEEE 1284 printer cable.

Check that the printer has plenty of paper. Some printers will not start printing when there are just two or three sheets of paper left in the tray.

Run the printer's self-test to check for any problem with the printer itself.

Make sure you installed the proper printer driver, as shown in [Connecting a printer on page 46](#).

Try printing another file. For example, you could create and attempt to print a short test file using Notepad. If a Notepad file prints correctly, the problem may be in your original file.

Contact your network administrator if the printer is on your office network.

### **The printer will not print what you see on the screen.**

Many programs display information on the screen differently from the way they print it. See if your program has a print preview mode. This mode lets you see your work exactly as it will print. Contact the software manufacturer for more information.



## Modem problems

This section lists common modem problems.

### **The modem will not receive or transmit properly.**

Make sure the RJ11 cable (the one that goes from the modem to the telephone line) is firmly connected to the computer's modem port and the telephone line socket.

Check the port settings to make sure the hardware and software are referring to the same COM port (look in Device Manager under Modems for the built-in modem).

Check the communications parameters (baud rate, parity, data length and stop bits) specified in the communications program. It should be set up to transmit at 300, 1200, 2400, 4800, 9600, 14400, 28800, 33600 bps (bits per second) or higher. Refer to the program's documentation and the modem manual for information on how to change these settings.

### **The modem is on, set up properly and still will not transmit or receive data.**

Make sure the line has a dial tone. Connect a telephone handset to the line to check this.

The other system may be busy or off line. Try making a test transmission to someone else.

## Develop good computing habits

Make sure you are prepared.

### **Save your work frequently.**

You can never predict when your computer will lock, forcing you to close a program and lose unsaved changes. Many software programs build in an automatic backup, but you should not rely solely on this feature. Save your work! See [Computing tips on page 61](#) for instructions.

### **On a regular basis, back up the information stored on your hard disk.**

Here are some ways you can do this:

- ❖ Copy files to diskette in Windows Millennium Edition, following the steps in [Saving your work on page 69](#).
- ❖ Connect a tape drive to the system and use specialized software to copy everything on the hard disk to a tape.

Some people use a combination of these methods, backing up all files to tape weekly and copying critical files to diskette on a daily basis.

If you have installed your own programs, you should back up these programs as well as your data files. If something goes wrong that requires you to reformat your hard disk and start again, reloading all your programs and data files from a backup source will save time.

### **Read the documentation.**

It's very difficult to provide a fail-safe set of steps you can follow every time you experience a problem with the computer. Your ability to solve problems will improve as you learn about how the computer and its software work together.

Get familiar with all the documentation provided with your computer, as well as the manuals that come with the programs and devices you purchase.

Your local computer store or book store sells a variety of self-help books you can use to supplement the information in the manuals.

## Using VirtualTech™

VirtualTech is a suite of innovative support resources and tools installed on your computer. VirtualTech will make your computing experience easier and more fulfilling by assisting you when you have questions, run into problems, or need help with your computer or programs.



To access VirtualTech, double-click the VirtualTech icon located on your computer's desktop.

Following is a summary of the kinds of resources and tools VirtualTech has to offer:

- ❖ A library of solutions to common computer problems. These are arranged into easy to navigate topics like software, hardware and the Internet.
- ❖ A set of powerful support tools that can:
  - ❖ Retrieve hardware and software details whenever you need system configuration information.
  - ❖ Provide a real time view of your machine's condition and running applications. VirtualTech can take up to 10 "snapshots" of your applications to ensure you can restore your configuration and replace or repair damaged files.
  - ❖ Check and inform you of any updates whenever you go online. To load an update, click **yes**.

- ❖ Run a detailed system report that harvests and compiles your system's hardware and software information. This report is also accessible to Toshiba's InTouch Center technicians to reference when you place a call or send a question electronically.
- ❖ Direct you to Ask IRIS Online™, Toshiba's instant response information service where you can ask questions and receive answers.
- ❖ Send a message electronically with your questions directly to our InTouch Center. A representative will address your situation and contact you.

## If you need further assistance

If you have followed the recommendations in this chapter and are still having problems, you may need additional technical assistance. This section contains the steps to take to ask for help.

### Before you call

Since some problems may be related to the operating system or the program you are using, it is important to investigate other sources of assistance first.

Try the following before contacting Toshiba:

- ❖ Review the troubleshooting information in your Windows Millennium Edition documentation.
- ❖ If the problem occurs while you are running a program, consult the program's documentation for troubleshooting suggestions. Contact the software company's technical support group for their assistance.
- ❖ Consult the dealer from whom you purchased your computer and/or program. Your dealer is your best source for current information.

For the number of a Toshiba dealer near you in the United States, call: (800) 457-7777.

## Contacting Toshiba

If you still need help and suspect that the problem is hardware-related, Toshiba offers a variety of resources to help you.

- 1 Start with accessing Toshiba on the Internet using any Internet browser by typing:  
[www.pcsupport.toshiba.com](http://www.pcsupport.toshiba.com)
- 2 Next, try one of Toshiba's online services. The Toshiba Forum can be accessed through CompuServe® by typing:  
go toshiba

### Toshiba voice contact

Before calling Toshiba, make sure you have:

- ❖ Your computer's serial number.
- ❖ The computer and any optional devices related to the problem.
- ❖ Backup copies of your Windows operating system and all other preloaded software on diskettes or CD-ROM.
- ❖ Name and version of the program involved in the problem along with its installation diskettes or CD-ROM.
- ❖ Information about what you were doing when the problem occurred.
- ❖ Exact error messages and when they occurred.

For technical support, call the Toshiba InTouch Center:

Within the United States at (800) 457-7777

Outside the United States at (949) 859-4273

### Other Toshiba Internet Web sites

<a href="http://www.toshiba.com">www.toshiba.com</a>	Worldwide Toshiba corporate site
<a href="http://www.computers.toshiba.com">www.computers.toshiba.com</a>	Marketing and product information in the USA
<a href="http://www.toshiba.ca">www.toshiba.ca</a>	Canada
<a href="http://www.toshiba-Europe.com">www.toshiba-Europe.com</a>	Europe
<a href="http://www.toshiba.co.jp/index.htm">www.toshiba.co.jp/index.htm</a>	Japan

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InterPC de Venezuela  
Esquina Calle 4 y Calle 8  
Edificio Tepal - Piso 3  
La Urbina  
Caracas 1073 - Venezuela

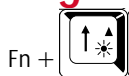
# Appendix A

## Hot Keys

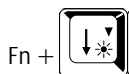
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Hot keys are keys that, when pressed in combination with the Fn key, turn system functions on and off. Hot keys have a legend on or above the key indicating the option or feature the key controls.

### Brightness adjustment

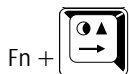


This hot key increases the screen's brightness.

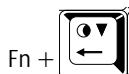


This hot key decreases the screen's brightness.

### Contrast adjustment

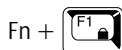


This hot key increases the screen's contrast (DSTN only).



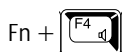
This hot key decreases the screen's contrast (DSTN only).

## Instant password security



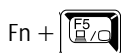
This hot key locks the keyboard and turns off the display. To resume working, if you have registered a user password, press Enter, type your password and press Enter. If you haven't registered a password, press Enter.

## Sound



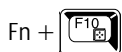
This hot key cycles through the alarm volume levels: Off, Low, Medium, and High. Off is always first.

## Power-on display

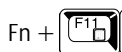


This hot key cycles through the display options: Built-in Display Only, Simultaneous Display, and External Monitor Only.

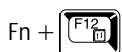
## Keyboard hot keys



This hot key turns the cursor control overlay on and off.



This hot key turns the numeric overlay on and off.



This hot key turns the scroll lock feature on and off.

# Appendix B

## Power Cable Connectors

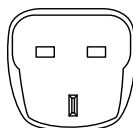
The Satellite computer features a universal power supply you can use worldwide. This appendix shows the shapes of the typical AC power cable connectors for various parts of the world.

### USA and Canada



UL approved  
CSA approved

### United Kingdom



BS approved

### Australia



AS approved

### Europe



VDA approved  
NEMKO approved

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# Glossary

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*TECHNICAL NOTE: Some features defined in this glossary may not be available on your computer.*

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## Acronyms

The following acronyms may appear in this user's guide.

<b>AC</b>	alternating current
<b>BIOS</b>	basic input/output system
<b>bps</b>	bits per second
<b>CD</b>	compact disc
<b>CD-ROM</b>	compact disc read-only memory
<b>CMOS</b>	complementary metal-oxide semiconductor
<b>COM1</b>	communications port 1 (serial port)
<b>COM2</b>	communications port 2 (serial port)
<b>CPU</b>	central processing unit
<b>DC</b>	direct current
<b>DMA</b>	direct memory access

<b>DIMM</b>	dual inline memory module
<b>DOS</b>	disk operating system
<b>DPI</b>	dots per inch
<b>DSTN</b>	dual supertwist nematic
<b>DVD</b>	digital versatile (or video) disc
<b>DVD-ROM</b>	digital versatile (or video) disc read-only memory
<b>ECP</b>	enhanced capabilities port
<b>EPROM</b>	erasable programmable read-only memory
<b>FAT</b>	file allocation table
<b>FCC</b>	Federal Communications Commission
<b>FIR</b>	fast infrared
<b>GB</b>	gigabyte
<b>HDD</b>	hard disk drive
<b>HTML</b>	Hypertext Markup Language
<b>I/O</b>	input/output
<b>IRQ</b>	interrupt request
<b>ISP</b>	Internet service provider
<b>KB</b>	kilobyte
<b>LAN</b>	local area network
<b>LCD</b>	liquid crystal display
<b>LPT1</b>	line printer port 1 (parallel port)
<b>LSI</b>	large-scale integration
<b>MB</b>	megabyte
<b>MIDI</b>	Musical Instrument Digital Interface
<b>PC</b>	personal computer
<b>PCI</b>	Peripheral Component Interconnect
<b>PCMCIA</b>	Personal Computer Memory Card International Association
<b>RAM</b>	random access memory
<b>RFI</b>	radio frequency interference
<b>ROM</b>	read-only memory



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<b>RTC</b>	real-time clock
<b>SCSI</b>	small computer system interface
<b>SDRAM</b>	synchronous dynamic random access memory
<b>SRAM</b>	static random access memory
<b>SVGA</b>	super video graphics adapter
<b>TFT</b>	thin film transistor
<b>USB</b>	universal serial bus
<b>URL</b>	universal resource locator
<b>WAN</b>	wide area network
<b>www</b>	World Wide Web

## Terms

The following terms may appear in this user's guide.

### A

**active-matrix display**—A liquid crystal display (LCD) made from an array of liquid crystal cells using active-matrix technology. Also known as a “TFT display,” in its simplest form there is one thin film transistor (TFT) for each cell. This type of display works well with notebook computers because of its shallow depth and high-quality color. Active-matrix displays are viewable from wider angles than most passive-matrix displays.

**adapter**—A device that provides a compatible connection between two units. For example, the computer's internal display adapter receives information from the software and translates it into images on the screen. An adapter can take a number of forms, from a microprocessor to a simple connector. An intelligent adapter (one that is capable of doing some processing) may also be called a controller.

**alternating current (AC)**—The type of power usually supplied to residential and commercial wall outlets. AC reverses its direction at regular intervals. Compare *direct current (DC)*.

**application**—A computer program that you use to perform tasks of a specific type. Applications include word processors, spreadsheets, and database management systems. See also *program*.

**B** **backup**—A copy of a file, usually on a removable disk, kept in case the original file is lost or damaged.

**basic input/output system (BIOS)**—See *BIOS*.

**baud rate**—The speed at which a communication device, such as a printer or modem, transmits information. Baud rate is the number of signal changes per second (not necessarily the same as bits per second). See also *bits per second*.

**BIOS (basic input/output system)**—Basic instructions, stored in read-only memory (ROM), containing the information the computer needs in order to check hardware and load the operating system when you start up the computer.

**bit**—Short for “binary digit.” A bit is the smallest unit of information used by a computer. A group of eight bits is a byte. See also *byte*.

**bits per second (bps)**—A way of measuring the speed at which information is passed between two devices. The basic measure used in modem communications, bps is similar, but not identical, to the baud rate. See also *baud rate*.

**boot**—To start the computer. The term “boot” originates from bootstrap program (as in “pulling itself up by its bootstraps”), a program that loads and initializes the operating system. See also *reboot*.

**boot disk**—See *system disk*.

**boot priority (startup sequence)**—The order in which the computer accesses its disk drives to locate the startup files. Under the default startup sequence, the computer looks for the startup files in the diskette drive before checking the hard disk.

**bus**—An electrical circuit that connects the central processing unit (CPU) with other parts of the computer, such as the video adapter, disk drives, and ports. It is the pathway through which data flows from one device to another. See also *bus speed*, *frontside bus*.

**bus speed**—The speed at which the central processing unit (CPU) communicates with the other parts of the computer.

**byte**—A sequence of eight bits. A byte is the smallest addressable unit of data. See also *bit*, *gigabyte*, *kilobyte*, *megabyte*.

## C

**cache**—A section of very fast memory in which frequently used information is duplicated for quick access. Accessing data from cache is faster than accessing it from the computer's main memory. See also *CPU cache*, *L1 cache*, *L2 cache*.

**CD**—An individual compact disc. See also *CD-ROM*.

**CD-ROM (compact disc read-only memory)**—A form of high-capacity storage that uses laser optics instead of magnetic means for reading data. See also *CD*. Compare *DVD-ROM*.

**central processing unit (CPU)**—The chip that functions as the “brain” of the computer. It takes information from outside sources, such as memory or keyboard input, processes the information, and sends the results to another device that uses the information.

**character**—Any letter, number, or symbol you can use on the computer. Some characters are non-printing characters, such as a paragraph break in a word-processing program. A character occupies one byte of computer storage.

**chip**—A small piece of silicon containing computer logic and circuits for processing, memory, input/output, and/or control functions. Chips are mounted on printed circuit boards.

**click**—To press and release the AccuPoint control button or mouse button without moving the AccuPoint or mouse. In Windows, this refers to the left mouse button or primary AccuPoint control button, unless otherwise stated. See also *double-click*.

**color palette**—A set of specified colors that establishes the colors that can be displayed on the screen at a particular time.

**compatibility**—The extent to which computers, programs, or devices can work together harmoniously, using the same commands, formats, or language as another.

**configuration**—(1) The collection of components that make up a single computer system. (2) How parts of the system are set up (that is, configured).

**controller**—A device that controls the transfer of data from a computer to a peripheral device and vice versa. For example, disk drives, monitors, keyboards, and printers all require controllers.

**CPU**—See *central processing unit (CPU)*.

**CPU cache**—A section of very fast memory residing between the CPU and the computer's main memory that temporarily stores data and instructions the CPU will need to execute commands and programs. See also *cache*, *L1 cache*, *L2 cache*.

**cursor**—A symbol that indicates the current position on the screen. The shape of the cursor varies, depending on the program you're using and what you're doing.

## D

**default**—The setting selected by a program when the user does not specify an alternative setting.

**device**—A component attached to the computer. Devices may be external (outside the computer's case) or internal (inside the computer's case). Printers, disk drives, and modems are examples of devices.

**device driver**—A program (called a "driver") that permits a computer to communicate with a device.

**dialog box**—An on-screen window displayed by the operating system or a program giving a direction or requesting input from the user.

**direct current (DC)**—The type of power usually supplied by batteries. DC flows in one direction. Compare *alternating current (AC)*.

**direct memory access (DMA)**—A dedicated channel, bypassing the CPU, that enables direct data transfer between memory and a device.

**directory**—See *folder*.

**disable**—To turn a computer option off. See also *enable*.

**disc**—A round, flat piece of metal, designed to be read from and written to by optical (laser) technology, and used in the production of optical discs, such as CDs and DVDs. Compare *disk*.

**disk**—A round, flat piece of material that can be magnetically influenced to hold information in digital form, and used in the production of magnetic disks, such as diskettes and hard disks. Compare *disc*. See also *diskette*, *hard disk*.

**disk drive**—The device that reads and writes information and programs on a diskette or hard disk. It rotates the disk at high speed past one or more read/write heads.

**diskette**—A thin, flexible disk in a protective jacket that stores magnetically encoded data. Diskettes can be removed from the computer and come in two sizes: 5.25-inch and 3.5-inch. Your computer uses 3.5-inch diskettes. See also *double-density diskette*, *high-density diskette*.

**document**—Any file created with an application and, if saved to disk, given a name by which it can be retrieved. See also *file*.

**double-click**—To press the AccuPoint control button or mouse button rapidly twice without moving the AccuPoint or mouse. In Windows, this refers to the primary AccuPoint control button or left mouse button, unless otherwise stated.

**double-density diskette**—A 3.5-inch diskette that can hold up to 720 KB of information (half the capacity of a high-density diskette). See also *diskette*, *high-density diskette*.

**download**—(1) In communications, to receive a file from another computer through a modem or network. (2) To send font data from the computer to a printer. See also *upload*.

**drag**—To hold down the AccuPoint control button or mouse button while moving the cursor to drag a selected object. In Windows, this refers to the primary AccuPoint control button or left mouse button, unless otherwise stated.

**driver**—See *device driver*.

**DVD**—An individual digital versatile (or video) disc. See also *DVD-ROM*.

**DVD-ROM (digital versatile [or video] disc read-only memory)**—A very high-capacity storage medium that uses laser optics for reading data. Each DVD-ROM can hold as much data as several CD-ROMs. Compare *CD-ROM*.

## E

**emulation**—A technique in which a device or program imitates another device or program.

**enable**—To turn on a computer option. See also *disable*.

**executable file**—A computer program that is ready to run. Application programs and batch files are examples of executable files. Names of executable files usually end with a .bat or .exe extension.

**extension**—See *file extension*.

**external device**—See *device*.

**F** **file**—A collection of related information, saved on disk with a unique name. A file may be a program, information used by a program, or a document. See also *document*.

**file allocation table (FAT)**—The section of a disk that keeps track of the location of files stored on the disk.

**file name**—A set of characters that uniquely identifies a file within a particular folder. It consists of two parts: the actual name and the file name extension. See also *file extension*.

**file extension**—The three characters following the period (pronounced “dot”) at the end of a file name. The extension indicates the type of file. Examples are .exe for program files and .hlp for help files. See also *file name*.

**folder**—Also called directory. A container for organizing files saved to a disk. A folder is symbolized on screen by a graphical image (icon) of a file folder. A folder can contain files and other folders.

**format**—(verb) To prepare a blank disk for use with the computer’s operating system. Formatting creates a structure on the disk so the operating system can write information to the disk or read information from it.

**frontside bus**—The primary pathway (bus) between the CPU and the computer’s main memory. Also called “system bus.” See also *bus*.

**function keys**—The keys labeled F1 through F12, typically located on the keyboard. Their function is determined by the operating system and/or individual programs.

**G** **gigabyte (GB)**—A unit of data equal to 1,073,741,824 bytes (1024 x 1024 x 1024 bytes). See also *byte*.

**ground**—A conductor to which all components of an electric circuit are connected. It has a potential of zero (0) volts, is connected to the earth, and is the point of reference for voltages in the circuit.

**H** **hard disk**—A storage device composed of a rigid platter or platters that can be magnetically coded with data. Hard disks hold much more information than diskettes and are used for long-term storage of programs and data. The primary (or only) hard disk in a computer is usually fixed, but some computers have secondary hard disks that are removable. By default, the hard disk is referred to as drive C.

**hardware**—The physical components of a computer system. Compare *software*.

**Hibernation**—A feature of many Toshiba notebook computers that saves to the hard disk the current state of your work, including all open files and programs, when you turn the computer off. When you turn on the computer again, your work is returned to the same state it was when the computer was turned off. See also *Standby*, *Suspend*.

**high-density diskette**—A 3.5-inch diskette that holds 1.44 MB of data. See also *diskette*.

**hot key**—(1) A feature in which certain keys in combination with the Fn key can set system options or control system parameters, such as the battery save mode. (2) A key or combination of keys that activates a memory resident program.

**hot swapping**—The ability to add or remove devices from a computer while the computer is running and have the operating system automatically recognize the change.

**I icon**—A small image displayed on the screen that represents a function, file, or program.

**interlaced**—A method of refreshing a computer screen, in which only every other line of pixels is refreshed. Interlaced monitors take two passes to create a complete screen image. Compare *non-interlaced*.

**internal device**—See *device*.

**Internet**—The decentralized, world-wide network of computers that provides electronic mail, the World Wide Web, and other services. See also *World Wide Web*.

**K keyboard shortcut**—A key or combination of keys that you use to perform a task instead of using a pointing device such as the AccuPoint.

**kilobyte (KB)**—A unit of data equal to 1024 bytes. See also *byte*.

**L L1 (level one) cache**—Memory cache built into the processor to help improve processing speed. See also *cache*, *CPU cache*, *L2 cache*.

**L2 (level two) cache**—Memory cache installed on the motherboard to help improve processing speed. It is slower than L1 cache and faster than main memory. See also *cache*, *CPU cache*, *L1 cache*.

**LAN (local area network)**—A group of computers or other devices dispersed over a relatively limited area and connected by a communications link that enables any device to interact with any other on the network.

**liquid crystal display (LCD)**—A type of display that uses a liquid substance between two transparent electrode panels. When an electric current passes through the electrodes, the molecules in the liquid form a crystalline pattern that polarizes the light passing through it. A filter over the electrodes permits only non-polarized light to pass to the surface of the display, creating light and dark pixels.

**load**—To move information from a storage device (such as a hard disk) into memory for processing.

**local area network**—See *LAN*.

**logical drive**—A section of a disk that is recognized by the operating system as a separate disk drive. A system's logical drives may differ from its physical drives. For example, a single hard disk drive may be partitioned into two or more logical drives.

## M

**megabyte (MB)**—A unit of data equal to 1,048,576 bytes (1024 x 1024 bytes). See also *bytes*.

**memory**—Typically refers to the computer's main memory, where programs are run and data is temporarily stored and processed. Memory can be volatile and hold data temporarily, such as RAM, or it can be nonvolatile and hold data permanently, such as ROM. A computer's main memory is RAM. See *RAM*, *ROM*.

**microprocessor**—See *central processing unit (CPU)*.

**MIDI (Musical Instrument Digital Interface)**—A standard for connecting musical instruments, synthesizers, and computers. The MIDI standard provides a way of translating music into a form computers can use, and vice versa.

**modem**—Short for “modulator/demodulator.” A device that converts information from digital to analog and back to digital, enabling information to pass back and forth between digital computers and analog telephone lines.

**motherboard**—The main circuit board in the computer. It contains the processor, memory, and other primary components.

**MS-DOS prompt**—See *system prompt*.



**multimedia**—A combination of two or more media, such as sound, animation, and video in a computer program or presentation.

**Musical Instrument Digital Interface**—See MIDI.

## N

**network**—A collection of computers and associated devices that are connected by communications facilities. A network allows you to share data and peripheral devices, such as printers, with other users and to exchange electronic mail.

**non-interlaced**—A method of refreshing a computer screen, in which each pixel of every line is refreshed as the electron beam scans across and down the screen. Compare *interlaced*.

**non-system disk**—A disk for storing programs and data that cannot be used to start the computer. Compare *system disk*.

## O

**online**—Available through the computer. Online may refer to information being read from your own computer's hard disk, such as online documentation or online help, or to information coming from another company on a company network or the Internet.

**operating system**—A set of programs that controls how the computer works. Examples of operating systems are Windows 98 Second Edition and Windows 2000.

## P

**palette**—See *color palette*.

**parallel**—Processes that occur simultaneously. In communications, it means the transmission of more than one bit of information at a time. On your computer, the parallel port provides a parallel communications interface between the computer and an appropriate device. Most modern printers are parallel. Compare *serial*.

**password**—A unique string of characters entered by a user to verify his or her identity to the computer or the network.

**PC Card**—A credit-card-sized expansion card designed to increase the capabilities of notebook computers. PC Cards provide functions such as modem, fax/modem, hard disk drive, network adapter, sound card, or SCSI adapter.

**peripheral**—Any device, such as a printer or joystick, that is attached to the computer and controlled by the computer's CPU.

**pixel**—Short for "picture element." The smallest dot that can be produced on a screen or printer.

**Plug and Play**—Generally, refers to the computer's ability to automatically configure itself to work with peripheral devices. When capitalized, refers to a standard that, when followed by a device manufacturer, allows a PC to configure itself automatically to work with the device.

**pointing device**—Any device, such as the AccuPoint or a mouse, that enables you to move the cursor on the screen.

**port**—A socket on the computer where you plug in a cable for connection to a network or a peripheral device.

**processor**—See *central processing unit (CPU)*.

**program**—A set of instructions that can be executed by a computer. The general classes of programs (also called software) are operating system, application, and utility. See also *operating system, application, utility*.

**properties**—The attributes of an object or device. For example, the properties of a file include the file's type, size, and creation date.

## R

**RAM (random access memory)**—Volatile memory that can be written to as well as read. By volatile, we mean that information in RAM is lost when you turn off your computer. This type of memory is used for your computer's main memory. See also *memory*. Compare *ROM*.

**random access memory**—See *RAM*.

**read-only memory**—See *ROM*.

**reboot**—See *boot, restart*.

**removable disk**—A disk that can be removed from a disk drive. A diskette is one example of a removable disk.

**resolution**—A measure of the sharpness of the images that can be produced by a printer or displayed on a screen. For a printer, resolution is expressed in dots per inch (dpi). For a screen, it is expressed as the number of pixels available horizontally and vertically.

**restart**—Synonymous with reboot. To reset the computer by reloading the operating system without turning the computer off. See also *boot*.

**RJ-11**—A modular connector used on most U.S. telephone systems and direct-connect modems. The RJ-11 connector is a 6-wire connector.

**ROM (read-only memory)**—Non-volatile memory that can be read but not written to. By non-volatile, we mean that information in ROM remains whether or not the computer is receiving power. This type of memory is used to store your computer's BIOS, which is essential instructions the computer reads when you start it up. See also *BIOS*, *memory*. Compare *RAM*.

## S

**select**—To highlight or otherwise specify text, data, or graphics with the intent to perform some operation on it.

**serial**—Processes that occur one at a time. In communications, it means the transmission of one bit at a time sequentially over a single channel. On your computer, the serial port provides a serial interface between the computer and an appropriate device. Compare *parallel*.

**shortcut**—See *keyboard shortcut*.

**software**—See *program*. Compare *hardware*.

**Standby**—A feature of some Windows operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

**Suspend**—A feature of some Windows operating systems that allows you to turn off the computer without exiting your open applications and to continue from where you left off when you turn the computer on again.

**system disk**—A diskette that contains the operating system files needed to start the computer. Any diskette can be formatted as a system disk. A system disk is also called a “bootable disk” or a “startup disk.” Compare *non-system disk*.

**system prompt**—The symbol (in MS-DOS, generally a drive letter followed by a “greater than” sign) indicating where users are to enter commands.

## T U

**TFT display**—See *active-matrix display*.

**universal serial bus (USB)**—A serial bus that supports a data transfer rate of up to 12 Mbps (12 million bits per second). USB can connect up to 127 peripheral devices through a single all-purpose USB port. USB allows hot swapping of peripherals. See also *bus*, *hot swapping*, *serial*.

**upload**—To send a file to another computer through a modem or network. See also *download*.

**USB**—See *universal serial bus (USB)*.

**utility**—A computer program designed to perform a narrowly focused operation or solve a specific problem. Utilities are often related to computer system management.

## W

**Web**—See *World Wide Web*.

**World Wide Web (www)**—The worldwide network of Web sites linked together over the Internet. A user of the Web can jump from site to site regardless of the location of the computer hosting the site. See also *Internet*.

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